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Info Source

Sources of Federal Government Information 2007–2008

Volume 2
(I to Z)

Canada



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Info Source

Sources of Federal Government Information 2007–2008

Volume 2
(I to Z)

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Also available on the Info Source Web site at the following address:

www.infosource.gc.ca

This document is available in alternative formats on request.

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Note: This introduction to **Info Source** is in large print to assist persons with visual disabilities.

INTRODUCTION

A. Foreword

Info Source: Sources of Federal Employee Information will make it easier for you to find information about the Government of Canada, its organization and its information holdings. It will help you determine where you should go, write or call to make government enquiries, and is likely to be the first and only step you'll need to take to locate the source of the information you want.

This publication is one of a series of four reference tools to assist you and other members of the public in exercising your rights under two Canadian laws – the *Access to Information Act* and the *Privacy Act*. The **Info Source** publications support the government's policy to explain and promote open and accessible information regarding its activities.

Info Source is comprised of the following publications:

Info Source: Sources of Federal Government Information:

- provides information about the Government of Canada, its organization and its information holdings;
- helps individuals determine which institution to contact about requesting information formally or informally; and
- provides individuals who are not, and who have never been, employees of the federal government with relevant information to facilitate access to personal information about them held by a federal government institution subject to the *Privacy Act*.

Info Source: Sources of Federal Employee Information:

- contains information to help current and former federal government employees locate personal information held by the government; and
- is intended to help former and current government employees exercise their rights under the *Privacy Act*.

Info Source: The *Access to Information Act* and *Privacy Act* Bulletin:

- provides statistical information about the number of Access to Information and Privacy requests on an annual basis and cumulative statistics since 1983; and
- contains a summary of federal court cases related to Access to Information.

Info Source: Directory of Federal Government Enquiry Points:

- contains the addresses and telephone numbers of federal government departments and agencies subject to the *Access to Information Act* and/or the *Privacy Act*; and
- includes other institutions associated with the federal government to facilitate access.

Info Source is distributed to libraries, municipal offices and federal government offices across Canada.

It is helpful to understand the basic differences between the *Access to Information Act* and the *Privacy Act*. The information accessible under each Act is different and there are different procedures to obtain it. The following pages describe the essential details

B. Inside Info Source

This **Info Source** publication has three main components:

1) Introduction

The Introduction includes:

- Section A – Foreword.
- Section B – Description of the contents of **Info Source**.
- Section C – Guidance on how to use **Info Source** effectively.
- Section D – Summary of the roles and responsibilities of the federal government institutions that are either responsible for the production of Info Source or are responsible for the provision of input to the Info Source publications.
- Sections E, F and G – Some essential points about the *Access to Information Act* and the *Privacy Act*, and directions on how to locate information by using **Info Source** or by making a formal request under either Act.

- Section H – Contact information to obtain a copy of the **Info Source** publications.
- Section I – List of those institutions for which Access to Information Requests must be accompanied by cheques or money orders made out to the institution itself and not to the Receiver General of Canada.
- Section J – Glossary of Terms.

2) **Standard Program Records and Personal Information Banks**

Standard Program Records: There is some information that is almost universally collected and maintained by federal institutions in support of common functions and activities, such as Human Resources, Material Management, Corporate Services, etc.

A number of standard program record descriptions have been established by Treasury Board Secretariat and are included in this publication. Institutions may declare one or more of these standard records rather than develop institution-specific record descriptions.

Standard Personal Information Banks (PIB): Standardized descriptions of personal information banks have been developed by Treasury Board to describe personal information that may be found in records commonly maintained by federal institutions. These descriptions are included in this publication. Institutions may choose to register and declare one or more of these standard Personal Information Banks rather than develop institution-specific PIBs.

3) **Chapters**

There is one chapter for each federal government department or agency subject to the *Access to Information Act* and the *Privacy Act*, or to the *Privacy Act* only. Chapters are arranged in alphabetical order by the commonly used name of the institution. Each chapter contains the following: (Please note that institutions that are not subject to the *Access to Information Act* do not have to include these elements. Their reporting requirements are limited to Personal Information Banks.)

General Information about the institution, including:

- Background
- Responsibilities
- Legislation
- Organization

Information Holdings including:

- Program Records
- Standard Program Records
- Personal Information Banks
- Standard Personal Information Banks
- Classes of Personal Information
- Manuals

Additional Information including:

- The name of the institution to which any payment should be made if the institution does not have an account with the Receiver General of Canada;
- The address of a central information source, as well as regional locations, if any; and
- The address(es) of Reading Room(s).

C. Using Info Source effectively

Determine the correct chapter

Turn to the chapter of the department or agency you think has the information and review the Program Records and Personal Information Banks.

If you don't know if you have the correct department or agency, a telephone call or letter to any Access to Information and Privacy Coordinator's office should provide the answer. A complete list of institutions and related co-ordinates is contained in this publication, and is also available at http://www.tbs-sct.gc.ca/atip-aiprp/apps/coords/index_e.asp.

For persons with disabilities

Individuals who are unable to exercise their rights using regular procedures may obtain further assistance from any Access to Information and Privacy Coordinator's office.

D. Roles and Responsibilities

Treasury Board

In accordance with the *Access to Information Act*, Treasury Board is responsible for the annual creation and dissemination of a publication that provides a description of government organizations, program responsibilities

and descriptions of records with sufficient clarity and detail to enable the public to exercise its rights under the *Access to Information Act*.

Treasury Board is also responsible for the annual publication of an index of personal information that serves to keep the public informed about how the government handles personal information, as well as facilitating the public's ability to exercise its rights under the *Privacy Act*. Treasury Board Secretariat fulfils these requirements through the annual publication of **Info Source**.

Library and Archives Canada (LAC)

Under the *Library and Archives Canada Act*, Library and Archives Canada is charged with various responsibilities regarding the disposition of information created by federal institutions in support of public policy, administration of government, and program delivery. These responsibilities include the authorization of records destruction by government institutions and the preservation of records for their historical or archival importance.

Questions concerning these responsibilities may be addressed to the Information Management Centre of the Library and Archives Canada (LAC) at 819-934-7519 or by e-mailing imgi@lac-bac.gc.ca.

Individual Institutions

Government institutions are required to provide descriptions of their organization and information holdings to Treasury Board Secretariat on an annual basis. These descriptions are utilized in the production of publications required by the *Access to Information Act* and *Privacy Act*. Each department and agency is responsible for the information it submits.

Government institutions are also responsible for ensuring that all information/records are managed within an established life cycle. It is incumbent upon each government institution to understand and apply any legislation regarding the retention of information and, more specifically, its own legislation. Each government institution is required to determine the appropriate retention periods for its records, including those common administrative records covered by a Multi-Institutional Records Disposition Authority (MIDA). Once a Records Disposition Authority (RDA) has been approved, accountability regarding the decision to destroy records and the timing of records destruction rests with individual government institutions.

Each federal institution has an Access to Information and Privacy Coordinator or a Privacy Coordinator. The Coordinators' offices are staffed by people whose role is to answer questions and help identify the records or information you wish to see.

Coordinators may be contacted in person, by telephone, e-mail, letter or through the submission of a completed Access to Information and/or Privacy Request Form.

Information Commissioner

The Information Commissioner investigates formal complaints from members of the public arising from the *Access to Information Act*. If you have a complaint about the denial of access to information, fees charged for access, the time taken to respond to requests, refusal to give access in the official language requested, Info Source publications and other matters that relate to requesting or obtaining access to records, you may contact:

Office of the Information Commissioner

Place de Ville, Tower B
112 Kent Street, 22nd Floor
Ottawa, Ontario K1A 1H3

General Enquiries.	613-995-2410
Facsimile	613-947-7294
Toll-free.	1-800-267-0441
TTY.	613-992-9190
Internet	www.infocom.gc.ca

When the Information Commissioner's investigation is completed, an individual who is of the opinion that s/he has not been given access to all of the information to which s/he is entitled, has the right to apply to the Federal Court – Trial Division for a review of the matter.

Privacy Commissioner

The Privacy Commissioner is an ombudsman with the power to look into complaints of improper collection, use, storage, disclosure or disposition of personal information. The Privacy Commissioner may also help if you are dissatisfied with the response to your formal application or the time it has taken to obtain your response. If the Privacy Commissioner recommends that you be given access to records and the institution still refuses, an appeal may be made to the Federal Court.

When the Privacy Commissioner's investigation is completed, an individual who is of the opinion that s/he has not been given access to all of the personal information to which s/he is entitled, has the right to apply to the Federal Court – Trial Division for a review of the matter.

You may write or call the Privacy Commissioner's office at:

Office of the Privacy Commissioner

Place de Ville, Tower B
112 Kent Street, 3rd Floor
Ottawa, Ontario K1A 1H3

General Enquiries.	613-995-8210
Facsimile	613-947-6850
Toll-free.	1-800-282-1376
TTY.	613-992-9190
Internet	www.privcom.gc.ca

E. *Access to Information Act*

The *Access to Information Act* gives Canadian citizens, as well as people and corporations present in Canada, the right to have access to federal government records that are not of a personal nature. The *Act* complements but does not replace other procedures for obtaining government information. It is not intended to limit in any way the access to government information that is normally available to the public upon request.

Wide range of information

You may ask for information, no matter what form it is in, including letters, memos, reports, photographs, films, microfilms and computerized data. This **Info Source** publication has been designed to help you pinpoint the department or agency where the information is held and assists you in obtaining it.

Some information may be exempt or excluded under the *Act*.

Exemptions: Exemptions protect certain types of information that could cause harm if released. For example, some information on national security, law enforcement or trade secrets falls into this category.

Exclusions: The *Access to Information Act* does not apply to public information that is already available, such as publications and material in libraries and museums. It also excludes material such as Cabinet documents.

Note: The *Act* cannot give you access to records that are not controlled by the federal government, such as those maintained by provincial or municipal governments or by private organizations such as commercial banks and credit bureaus. Most provincial governments have legislation similar to the *Access to Information Act*, but it may be referred to as a *Freedom of Information Act*.

Consult the provincial government listings in the blue pages of your local telephone book for more information.

F. *Privacy Act*

In their day-to-day operations, federal government departments and agencies collect personal information from almost all Canadians. The *Privacy Act* gives Canadian citizens and people present in Canada the right to have access to information that is held about them by the federal government. It also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how the government will collect, use, store, disclose and dispose of any personal information.

Most information is available when you ask

Most of your personal information is available to you at your request. This Info Source publication has been designed to help you pinpoint the department or agency where the information is held and assist you in obtaining it.

Types of personal information held

You may already know about many of the programs and operations of the federal government that collect and use personal information such as income tax at Canada Revenue Agency, citizenship at Citizenship and Immigration Canada, and the Employment Insurance program at Human Resources and Social Development Canada.

There is personal information that the federal government may not release under the *Privacy Act*. For example, some personal information may relate to individuals other than the person requesting the information, or it may be about sensitive national security matters or law enforcement investigations.

Note: The *Privacy Act* does not control or give you access to records that are not held by the federal government, such as those maintained by provincial or municipal governments or by private organizations such as commercial banks and credit bureaus. Most provincial governments have legislation similar to the *Privacy Act*. Consult the provincial government listings in the blue pages of your local telephone book for more information.

Some personal information is confidential

Under the *Privacy Act*, the federal government must keep some personal information confidential. This information normally relates to other people, national security or law enforcement.

Safeguarding personal information

The protection of your personal information and privacy is a very important aspect of the *Privacy Act*. The *Act* states how and when the government may collect, store and dispose of personal information. It also indicates specifically why and how the information may be used or given out, as well as who may use or receive it.

Giving out information

The government may only disclose your personal information to someone else with your consent, or when one or more of the criteria outlined in the *Privacy Act* are met, such as a requirement to comply with a subpoena. Such disclosures are discretionary and are subject to any other Act of Parliament.

Personal Information Banks (PIB)

Personal Information Banks provide a summary of the type of information about individuals that is held by federal departments and agencies. The *Privacy Act* requires that Personal Information Banks include all personal information that is organized and retrievable by a person's name or by an identifying number, symbol or other particular assigned only to that person. Personal Information Banks must also include personal information that has been or is being used, or is available for use for an administrative purpose.

Please see the Glossary of Terms in Section J for definitions of the various types of PIBs.

G. How to Apply

Access to Information Act

Once you have decided to make a formal request under the *Access to Information Act*, there are certain simple procedures to follow:

- Consult **Info Source** to find the appropriate department or agency.
- Obtain an **Access to Information Request Form** from any location where **Info Source** is available (including the Web Site: www.tbs-sct.gc.ca/tbsf-fsct_e.html).
- If it is not convenient for you to fill in a form, you may send a letter, mentioning the *Act* (see details below).
- Enclose the application fee (see details below).
- Send the form or the letter to the Access to Information Coordinator at the appropriate department or agency.

If you decide to submit a letter, you must state clearly that you are requesting information under the *Access to Information Act*, and include the following:

- name of the government department or agency you believe has the information you want;
- description (be as specific as possible) of the records you want to see;
- preferred method of seeing the records (e.g. do you want to receive photocopies of the original documents or see the originals in the government office where they are located?); your name, street, address, city or town, province or territory, postal code, telephone number(s) and your signature;
- date of your request; and
- application fee.

Fees and costs

An application fee of \$5 (subject to change) applies and additional costs may be charged for each request. You will be notified in advance if there are additional costs and you may be asked to make a deposit.

Cheques and money orders are payable to the Receiver General of Canada with some exceptions. Please refer to **Section I – Institutions Without Receiver General Accounts** for a list of institutions to which Access to Information Requests must be accompanied by cheques or money orders made out to the institution itself and not to the Receiver General of Canada.

Turnaround time

Government departments must acknowledge your request within 30 days under the *Access to Information Act*. However, in special cases, they may need more time to process your request. If you feel it's taking too long, you may submit a complaint to the Office of the Information Commissioner (**See Section D – Roles and Responsibilities**).

Privacy Act

When you have decided to make a formal request under the *Privacy Act*, there are certain procedures to follow. Remember, you will find what you are looking for faster if you already have a good idea of which department or agency has the information you want.

- Obtain a **Personal Information Request Form** at any location where **Info Source** is available (including the Web Site: www.tbs-sct.gc.ca/tbsf-fsct_e.html).
- Fill out the form and identify yourself in such a way that the government may verify who you are, i.e. that it is you, and not someone else, asking for your information. The more precise the information you provide, the faster your request can be answered.
- Send the form to the Privacy Coordinator of the appropriate department or agency.

There is no charge to apply for information under the *Privacy Act*.

To change the information

If you believe the information that a federal institution has on file about you is untrue or misleading, you may ask to have it corrected. Even if the department or agency does not agree to change this information, it must make a note that you have asked for the change and attach it to the file.

Turnaround time

Under the law, all or most of the information you ask for should be disclosed within 30 days of receiving the request. If a time extension is required, you will be notified within the first 30 days and told why up to another 30 days may be needed.

H. Where to obtain Info Source

For more information about **Info Source**, the *Access to Information Act* or the *Privacy Act*, you may contact:

Treasury Board of Canada Secretariat

L'Esplanade Laurier, East Tower
140 O'Connor Street, 8th Floor
Ottawa, Ontario K1A 0R5

General Enquiries	613-957-2400
Publications	613-995-2855
Facsimile	613-996-0518
TTY	613-957-9090
General Library Reference	613-996-5494
E-mail	infosource@tbs-sct.gc.ca
Internet	www.tbs-sct.gc.ca

If you would like a copy of the **Directory of Federal Government Enquiry Points** or the *Access to Information Act* and *Privacy Act Bulletin*, please contact:

Treasury Board Distribution Centre

L'Esplanade Laurier, Level P-1W
300 Laurier Avenue West, Room P-140
Ottawa, Ontario K1A 0R5

Telephone	613-995-2855
Facsimile	613-996-0518
E-mail	Services-Distribution@tbs-sct.gc.ca

If you would like to purchase a copy of **Sources of Federal Government Information** or **Sources of Federal Employee Information**, please contact:

Publishing and Depository Services

Public Works and Government Services Canada
Ottawa, Ontario K1A 0S5

E-mail	publications@pwgsc.gc.ca
Telephone	613-941-5995
Telephone Toll-free	1-800-635-7943 (Canada & US)
Facsimile	613-954-5779
Facsimile Toll-free	1-800-565-7757 (Canada & US)
Internet	http://publications.gc.ca

All four **Info Source** publications are also available free of charge on the Internet at: www.infosource.gc.ca.

Note: *Access to Information Act* and *Privacy Act* requests must be addressed to the appropriate institutions, at the addresses listed in the pages that follow.

I. Institutions without Receiver General Accounts

Access to Information Requests being sent to the following institutions must be accompanied by cheques or money orders made out to the institution itself and not to the Receiver General of Canada:

Asia Pacific Foundation of Canada

Atlantic Pilotage Authority Canada

Bank of Canada

Blue Water Bridge Authority

Business Development Bank of Canada

Canada Council for the Arts

Canada Deposit Insurance Corporation

Canada Mortgage and Housing Corporation

Canada Post Corporation

Canada Science and Technology Museum Corporation

Canadian Air Transport Security Authority

Canadian Commercial Corporation

Canadian Cultural Property Export Review Board

Canadian Museum of Civilization Corporation

Canadian Polar Commission

Canadian Tourism Commission

Canadian Wheat Board

Farm Credit Canada

Federal Bridge Corporation Limited

First Nations Financial Management Board

First Nations Statistical Institute
Fraser River Port Authority
International Development Research Centre
Jacques Cartier and Champlain Bridges Incorporated, The
Laurentian Pilotage Authority Canada
Mackenzie Valley Environmental Impact Review Board
Marine Atlantic Inc.
Montreal Port Authority
National Capital Commission
North Fraser Port Authority
Office of the Chief Electoral Officer
Old Port of Montreal Corporation Inc.
Port Alberni Port Authority
Prince Rupert Port Authority
Royal Canadian Mint
Saguenay Port Authority
Saint John Port Authority
Seaway International Bridge Corporation, Ltd.
St. John's Port Authority
Standards Council of Canada
Sustainable Development Technology Canada
Toronto Port Authority
Trois-Rivières Port Authority
Vancouver Port Authority
Windsor Port Authority
Yukon Surface Rights Board

J. Glossary of Terms

TERM	DEFINITION
Access to Information and Privacy Coordinator	Each federal government department or agency has an Access to Information and Privacy Coordinator. The Coordinators' offices are staffed by people to answer questions and help identify the records or information you wish to see.
Administrative Purpose	The use of personal information in a decision making process that directly affects the individual(s) to whom the information relates.
Bank or PIB Number	A unique identifying number created for each Personal Information Bank. This number is assigned by each institution as a finding tool to link the PIB to the records and information maintained in its information management system.
Classes of Personal Information	<p>Personal information not used administratively or not retrievable by a personal identifier; for example, unsolicited opinions or general correspondence.</p> <ul style="list-style-type: none"> • This category was created to ensure that government departments and agencies account for all of the personal information that they hold.
Data Matching	An activity that involves comparing personal data obtained from a variety of sources, including personal information banks, for the purpose of making decisions about the individuals to whom the data pertains.

TERM	DEFINITION
Information Life Cycle	The life cycle of information encompasses the stages of the planning, collection, creation, receipt, and capture of information by an institution. The life cycle includes the organization, retrieval, use, accessibility, dissemination and transmission; storage, maintenance and protection; and disposition and preservation of information.
Manuals	Directives, instructions, guidelines or procedures that are used by the employees of a department or agency to carry out its operations, activities or programs.
Multi-Institutional Disposition Authority (MIDA)	A Records Disposition Authority granted by the Librarian and Archivist of Canada to government institutions on a multi-institutional basis. A MIDA relates to records managed by all or a multiple number of government institutions, and which allows the institutions empowered to use the authority to dispose of records under certain terms and conditions.
Personal Information Bank (PIB)	<p>Personal Information Banks (PIBs) provide a summary of the type of information about individuals that is held by federal departments and agencies.</p> <ul style="list-style-type: none"> • The <i>Privacy Act</i> requires that Personal Information Banks include all personal information that is organized and retrievable by a person's name or by an identifying number, symbol or other particular assigned only to that person. • Personal Information Banks must include personal information that has been or is being used, or is available for use for an administrative purpose.

TERM	DEFINITION
Personal Information Bank – Central Banks	<p>Personal Information Banks that describe information about the general public and federal employees (current and former) maintained by central agencies such as the Public Service Commission, Public Works and Government Services Canada, and the Treasury Board of Canada Secretariat. These PIBs are identified with the unique identifier “PCU”.</p>
Personal Information Bank – Particular Banks	<p>Personal Information Banks that describe personal information about members of the general public and federal employees (current and former) contained in the records of a particular institution.</p> <ul style="list-style-type: none"> • These PIBs are identified with the unique identifier “PPU”.
Personal Information Bank – Standard Banks	<p>Standard Personal Information Banks have been developed to describe personal information that may be found in records commonly maintained by federal institutions. These records document internal administrative functions, systems and procedures that are common to or shared by all federal government institutions. They describe information related to travel, business continuity planning, relocation, etc.</p> <p>Federal departments and agencies may require one or all of the Standard PIBs.</p> <ul style="list-style-type: none"> • Standard PIBs are identified with the unique identifier “PSU”.

TERM	DEFINITION
Program Records	Descriptions of the records and information created, captured and used by each federal government institution in support of its mandate.
Program Record Number	<p>A unique identifying number created for each Program Record description.</p> <ul style="list-style-type: none"> • This number is assigned by each institution as a finding aid to retrieve the information contained in the records.
Reading Room	The <i>Access to Information Act</i> requires all government institutions to provide facilities where their information and/or manuals can be reviewed. One or more locations may be provided by an institution.
Records Disposition Authority (RDA)	The instrument that the Librarian and Archivist of Canada issues to enable government institutions to dispose of records which no longer have operational or other utility. There are three disposition methods – destroying the records (at the discretion of institutions), transferring historical records to the control of Library and Archives of Canada, or removing records from the control of the Government of Canada; i.e. transferring them to a Special Operating Agency or other level of government.
Retention and Disposal Standards	A timetable for the length of time institutional information is maintained under the control of the institution. These standards also indicate the disposition method to be applied to institutional records when they are no longer required to meet operational, legal or other requirements, and when the RDA may be applied for final disposition.

TERM	DEFINITION
Standard Program Records	<p>Descriptions of records/information commonly created, collected and used by federal institutions, such as Human Resources, Physical Security, etc.</p> <p>Federal departments and agencies may declare one or all of the Standard Program Records within their chapters instead of developing institution-specific program record descriptions.</p>

Access to Information and Privacy Coordinators

2875039 Canada Limited (Canada Post Corporation)

Joan Mann
Access to Information Coordinator
2701 Riverside Drive, Suite N0080
Ottawa, Ontario K1A 0B1
Telephone: 613-734-7570
Other Telephone: 1-866-913-2473
Facsimile: 613-734-6660
joan.mann@canadapost.ca

2875047 Canada Ltd (Canada Post Corporation)

Joan Mann
Access to Information Coordinator
2701 Riverside Drive, Suite N0080
Ottawa, Ontario K1A 0B1
Telephone: 613-734-7570
Other Telephone: 1-866-913-2473
Facsimile: 613-734-6660
joan.mann@canadapost.ca

3906949 Canada Inc. (Canada Post Corporation)

Joan Mann
Access to Information Coordinator
2701 Riverside Drive, Suite N0080
Ottawa, Ontario K1A 0B1
Telephone: 613-734-7570
Other Telephone: 1-866-913-2473
Facsimile: 613-734-6660
joan.mann@canadapost.ca

AECL Technologies B.V. (Atomic Energy of Canada Limited)

Jean Boulais
Access to Information and Privacy Coordinator
Place de Ville, Tower B
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Standard Program Record Descriptions

This section describes the subject matter of certain records which are common to most federal departments and agencies, such as personnel records, financial records, purchasing and property control records, materiel management and central services. Individuals seeking access to the Standard Program Records of a particular institution should forward their access requests to the Access to Information and Privacy Coordinator at the address given in the previous pages.

Accounts and Accounting

Description: Accounts and accounting generally; cash accounts; accounts payable; accounts receivable; and standing advances.

Program Record Number: PRN 915

Acts and Legislation

Description: Acts and legislation – general, departmental, federal, foreign and provincial.

Program Record Number: PRN 902

Access to Information and Privacy Requests

Description: Includes material related to the administration of and internal procedures for the processing of formal and informal requests, in accordance with the Access to Information Act and/or the Privacy Act.

These records may contain the requests made by individuals to obtain access to information under the control of the institution in accordance with the Access to Information Act and/or the Privacy Act, related replies and information related to their processing, such as the software systems used within institutions to manage the administration of access and privacy requests, i.e. ATIP Flow, ATIP Image software, Coordination of Access to Information Requests (CAIR) System, etc. These records may include requests for correction of personal information; informal requests; complaints, investigations and requests for judicial review; consultations received from or sent to other institutions; requests for advice received from institutional officials that raise privacy and/or access to information concerns, etc.

Topics: These records may include material related to cases leading to a change of policy or procedure, material related to reports to Parliament on the administration of the Acts; conference material; committee information; copies of relevant legislation, and related policies, as well as information related to the interpretation and application of these laws and policies.

Program Record Number: PRN 930

Administration

Description: Administration generally; accidents generally; motor vehicle accidents; agreements; appreciation; complaints and enquiries;

associations, clubs and societies; audit, review and evaluation; badges, emblems and flags; bilingualism and biculturalism; cafeterias and eating facilities; campaigns and canvassing; ceremonies and celebrations; circulars, directives and orders; committees; conferences, meetings and symposia; corporations, companies and firms; emergency measures; inventions, patents and copyrights; licences and permits; parliamentary matters; plans and programs; reports and statistics; visits and tours.

Program Record Number: PRN 901

Administration and Management Services

Description: Administrative and management services generally; correspondence management; duplication services; electronic data processing; electronic networks; forms management; information services; legal services; library services; mail, messenger and postal services; management services; records management; security services; telecommunications; travel and transportation services; secretarial, typing and word processing services; translation services.

Program Record Number: PRN 903

Audits

Description: Auditor General reports and internal audit reports.

Program Record Number: PRN 916

Automated Document, Records, Information Management Systems

Description: Automated document, records and information management systems are used to manage the full life cycle, from creation/collection to final disposition, of electronic documents (e-mail, word processing documents, spreadsheets, graphics, images, etc.), as well as non-electronic records (hard copy, posters, photographs, video tapes, audio tapes, maps, etc.). Information contained within the automated system may be entered in an electronic format, i.e. the capture of an electronic object or the creation of an electronic object through scanning (OCR), or a summary (profile) of the non-electronic information that is manually entered into the automated system. This document/records/information life cycle

management is done to facilitate compliance with the existing legislative and policy framework for the federal government.

Automated systems of this type normally allow for the integration of records and document management, imaging, and optical character recognition (OCR). Other features include the ability to search the information repositories for any word or string of words (full-text index searching and retrieval) and reporting capabilities. The automated system may also be electronically integrated with the institution's correspondence tracking system that is used to manage the tracking of incoming correspondence to ensure that responses about departmental policies, programs, initiatives and issues are prepared in a consistent and time-efficient manner.

Topics: The records related to Automated Document, Records and Information Management Systems may contain information about the institution's functional requirements, system specifications, the Treasury Board shared systems initiative, training information, procedures for the use of the system, implementation plans, maintenance procedures, migration strategies, technical support mechanisms, etc.

Program Record Number: PRN 929

Business Continuity Plans (BCP)

Description: In compliance with the 2004 Operational Security Standard – Business Continuity Planning (BCP) Program, institutions must establish a Business Continuity Planning (BCP) Program. This program provides for the continued availability of services and associated assets that are critical to the health, safety, security or economic well-being of Canadians or the effective functioning of government.

The BCP Program complements emergency preparedness that is mandated by legislation or government policy (e.g. fire and building evacuation plans; civil emergency plans). It also supports planning that is necessary to restore other-than-critical services and their associated assets and resources; departments should use this program to incorporate their planning for other-than-critical services.

The types of incidences for which the BCP may be initiated may vary from a minor incident, such as a building-specific power outage or an equipment or system failure, to one of provincial or national proportions. The BCP outlines and coordinates: the efforts of institutional staff; and the implementation of advance arrangements and procedures to ensure that the institution can continue or restart

critical business operations within a reasonable timeframe.

Topics: The records related to Business Continuity Plans (BCP) may contain information about: Recovery plans; network and/or data backup procedures; emergency and recovery resources; service level agreements (including Memorandums of Understanding with other federal institutions); time-sensitive business functions; recovery or emergency response team members; essential records; plan escalation procedures; notification procedures for emergency response teams, institutional staff, Minister's staff, federal, provincial and municipal bodies; plan activation procedures; Command, Control and Emergency Centre Operations; Delegation/Designation of Authority; detailed business resumption, recovery and restoration procedures; software tools to create, and maintain the BCP; media handling procedures; etc.

Program Record Number: PRN 928

Budgets

Description: Budgets generally; estimates and supplementary estimates; and program forecasts.

Program Record Number: PRN 917

Buildings

Description: Buildings generally; acquisition; alterations and repairs; construction; contracts; damages; disposal; fire and fire prevention; and maintenance.

Program Record Number: PRN 906

Buildings and Properties

Description: Buildings and properties generally; accommodation; accounting and inventories; planning and requirements; reports and statistics.

Program Record Number: PRN 905

Classification of Positions

Description: Classification generally; audits; category and group; individual positions; and standards.

Program Record Number: PRN 919

Co-operation and Liaison

Description: Co-operation and liaison generally and at the federal, international, provincial, university, college and school levels.

Program Record Number: PRN 904

Employment and Staffing

Description: Employment and staffing generally; applications; casual and term employees; competitions; programs recruitment; requests for staffing action; and summer students.

Program Record Number: PRN 920

Equipment and Supplies

Description: Equipment and supplies generally; accountability and inventories; catalogues; clothing; disposal and surplus; food; forms; fuels; laboratory; loans; maintenance and repairs; price lists and stationery.

Program Record Number: PRN 909

Finance

Description: Finance generally; agreements and arrangements; allotments and transfers; allowances; banks and banking; cheques; claims; contracts; currency; encumbrances; expenditures; fees; funds; revolving funds and working capital advances; grants; signing authorities; taxes and travel allowances; and expenses.

Program Record Number: PRN 914

Furniture and Furnishings

Description: Furniture and furnishings generally; beds and bedding; chesterfields and sofas; drapes; filing cabinets; household and office furniture and furnishings; and pictures.

Program Record Number: 910

Hospitality

Description: Hospitality is the provision of a reception, meal or entertainment to guests of government institutions, including social events or ceremonies in accordance with established policies and guidelines. Records related to hospitality events may contain information about the circumstances of the function, including any event requiring special authority; the form of hospitality; cost; location; number of attendees listed by category, i.e. guests, government employees; and approvals by the appropriate delegated officials.

Topics: The records may contain information about the function nature and scope, function type, i.e. dinner, reception, etc.; function location, i.e. private residence, restaurant, conference; financial limitations, who provided services related to the function, hospitality event protocols, etc. The records may also contain information about Hospitality Policies and Guidelines, financial signing authorities, the publication of hospitality information posted on-line, etc.

Program Record Number: PRN 933

Human Resources

Description: Human resources generally; career management; inventories; performance appraisal; reports and statistics; requirements and utilization.

Program Record Number: 921

Information Technology Services

Description: This includes records related to the computer equipment and associated software

for both institutional computer networks and employees workstations, electronic systems development and maintenance, technical assistant and support for networks, office systems and databases. May also include material related to the institution's technology architecture, standards and infrastructure; electronic mail systems and platforms, software and hardware acquisition, the annual planning process for the development of computer systems; and the business case process for application development and system acquisitions.

Topics: Includes material related to network systems, hardware and/or software – including peripheral equipment, i.e. printers, Personal Digital Assistants (PDA), Wireless Handholds, system user manuals or guides, change management processes, IT training courses, personal computer or desktop support (Help Centre), computer maintenance, etc.

Program Record Number: PRN 932

Lands

Description: Lands – general; acquisition; concessions; development; disposal; fencing; flood control; landscaping parking areas; roads; streets and sidewalks.

Program Record Number: PRN 907

Occupational Health, Safety and Welfare

Description: Occupational health, safety and welfare generally; counselling; health units; medical examinations; nursing services; recreation and sports; and surveys.

Program Record Number: PRN 922

Office Appliances

Description: Office appliances generally; calculators; data processing hardware; duplicating equipment; photographic and microfilming equipment; recorders and typewriters.

Program Record Number: 911

Official Languages

Description: Official languages generally; identification and designation of bilingual positions; language requirements program; recruitment; and replacements.

Program Record Number: PRN 923

Pensions and Insurance

Description: Pensions and insurance generally; superannuation plans; Canada Pension Plan; Quebec Pension Plan; reciprocal agreements; federal, provincial and private hospital and medical insurance plans; death benefit plan; disability insurance and unemployment insurance plan.

Program Record Number: PRN 924

Personnel

Description: Personnel – general; accidents and injuries; appointments; attendance; awards and honours; Corps of Commissionaires; positions and levels; hours of work and overtime; leave and holidays; promotions and reclassifications; regulations and directives; reports and statistics; retirements; and separations.

Program Record Number: PRN 918

Physical Security

Description: In accordance with the Physical Security Standard issued under the Government Security Policy, federal institutions are responsible for the establishment and maintenance of appropriate measures (physical, procedural and psychological) to prevent, detect and respond to unauthorized access and other threats. Related to this is the establishment and use of detection devices and methods to identify attempted or actual unauthorized access as well as procedures and tools to activate effective and appropriate responses.

Topics: Includes material related to physical security design; physical safeguards, monitoring devices, security access procedures and tools (pass/identity cards), access to restricted zones; storage, transportation and transmittal of information and goods; destruction of information and goods; and the protection of personnel and the public at large.

Program Record Number: PRN 931

Proactive Disclosure

Description: These records include information about the mandatory publication on institutional web sites of specifically identified government information. The purpose of making these specific information elements available on the Internet is to promote transparency, facilitate public access, and provide relevant and timely information so that Canadians are better able to hold their Government and public sector officials to account. The intent of the proactive disclosure initiative is to ensure that this information is provided in a consistent manner across government and that information is regularly updated according to established timeframes and guidelines.

Federal institutions are required to update information identified for the purpose of pro-active disclosure every three months and post it on-line within 30 days of the end of each period.

Topics: These records include information related to tools and guidance from the Treasury Board Secretariat (TBS) and other lead agencies about

proactive disclosure; the maintenance of web sites related to proactive disclosure; etc.

Program Record Number: PRN 935

Procurement

Description: Procurement generally; contracts; local purchase orders; procedures and regulations; requisitions; standing offer agreements.

Program Record Number: PRN 912

Relocation

Description: These records are used to document and administer the relocation of individuals and their families.

Topics: Includes material related to employee entitlements and obligations, employer obligations, third party service providers, relocation claims, etc. May also include information about rental accommodations; travel to new locations; searching for new accommodation, i.e. house hunting; hotel/motel accommodation; copies of departmental policies and procedures pertaining to relocation; moving and storage company information; etc.

Program Record Number: PRN 936

Salaries and Wages

Description: Salaries and wages generally; acting pay; deductions; pay rates; pay system; performance and senior merit pay; regulations; salary revisions; and severance pay.

Program Record Number: PRN 925

Staff Relations

Description: Staff relations generally; adjudication; bargaining agents; collective agreements and interpretations; discipline; grievances; managerial and confidential exclusions; and union relations.

Program Record Number: PRN 926

Training and Development

Description: Training and development generally; attendance; course content; course evaluations; individual courses; language training; nominations; plans; schedules and directives; and types of courses.

Program Record Number: PRN 927

Travel

Description: These records are used to document and manage the travel activities of individuals who travel in support of their institution's mandate. These records may also include information related to the proactive disclosure of relevant travel expenses as specified in the Guidance Document: Proactive Disclosure of Travel and Hospitality Expenses issued by the Treasury Board Secretariat.

Topics: Includes material related to travel allowances, or per diem rates, travel expense claims, hotel directories, airline directories, etc. May also include copies of institutional policies and procedures pertaining to travel including the employee entitlements and obligations, employer obligations, payment for official institutional travel; etc.

Program Record Number: PRN 934

Utilities

Description: Utilities – general; air conditioning; electric power; water and sewage; garbage disposal; gas and oil; heating; lighting; plumbing and ventilation.

Program Record Number: PRN 908

Vehicles

Description: Vehicles generally; air, land and water vehicles; insurance; maintenance and repairs; operating standards; registration and licences.

Program Record Number: PRN 913

Index of Standard Personal Information Banks (PIB)

Bank Number	Title of Bank
PSU 901	Access to Information and Privacy Requests
PSU 902	Executive Correspondence Management Systems
PSU 903	Business Continuity Planning (BCP)
PSU 904	Automated Document, Records, Information Management Systems
PSU 905	Electronic Network Monitoring Logs
PSU 906	Internal Disclosure of Wrongdoing in the Workplace
PSU 907	Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes
PSU 908	Hospitality
PSU 909	Travel
PSU 910	Relocation
PSU 917	Personnel Security Screening

Standard Personal Information Bank Descriptions

Standard Personal Information Bank (PIBs) descriptions have been developed to describe personal information that may be found in types of records commonly maintained by federal institutions. These records document internal administrative functions, systems and procedures that are common to or shared by all federal government institutions.

These information banks are identified with the unique identifier “PSU” as part of the bank number contained within the PIB.

Retention and Disposal Standards for Standard PIBs:

The following Retention and Disposal Standards statement applies to all Standard PIBs unless otherwise noted within a specific PIB.

- The records containing the personal information described in the standard banks may be retained for different periods of time as decided by each government institution, unless otherwise specified.
- At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the Librarian and Archivist of Canada.
 - o The *Privacy Act* defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual.
- For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

Access to Information and Privacy Requests

Description: The records containing the information described in this bank include requests made by individuals to obtain access to information under the control of the institution in accordance with the Access to Information Act and/or the Privacy Act, the replies to such requests, and information related to their processing. These records may include requests for correction of personal information; informal requests; records related to complaints, investigations and requests for judicial review; consultations received from other institutions; and requests for advice received from institutional officials that raise privacy or access to information concerns. Personal information may include the name of the requester, mailing address, telephone and facsimile numbers, e-mail address and other processing information related to the request, as well as personal information contained in institutional records that are relevant to the request.

Note: Personal information contained in institutional records relevant to the request is not used for administrative purposes.

Class of Individuals: Individuals who exercised their rights under the Access to Information Act and/or the Privacy Act, including individuals who made informal requests to obtain information under the control of the institution.

Purpose: The information described by this bank is used to administer the Access to Information Act and/or the Privacy Act as well as processing and responding to informal requests. This information may also be used during consultations with other government institutions, during investigations by the Offices of the Information and Privacy Commissioners and during court reviews. Aggregate information (does not identify individuals) is used to report to Parliament on the administration of the Acts.

Consistent Uses: Non-personal information may be used to provide reports on ATIP activities to management and to the Treasury Board Secretariat and other institutions, i.e. through CAIRS. The information may also be used for research, planning, audit and evaluation purposes.

Retention and Disposal Standards: For the specific amount of time that different types of

common administrative documents are retained by a given government institution, please contact that institution's ATIP Coordinator.

RDA Number: 98/001

Related PR#: PRN 930

Bank Number: PSU 901

Automated Document, Records, Information Management Systems

Description: The automated system described by this bank is used to capture and manage documents, records (including email) and information received and/or created by the institution in support of the institution's functions and activities. Documents and email received by the institution may be entered into the automated system in an electronic format or summarized (profiled) and entered manually into the system.

Class of Individuals: Any individual about whom the institution may collect information in support of a function, program or activity. All employees of an institution, including contractors, agency employees and students, as well as any individual corresponding with the institution.

Purpose: This type of an automated system is used to manage the life cycle of the institution's document, records and information collections, as well as facilitating access thereto. The automated system is used to ensure the information is available to support the operations of the institution, and then disposed of appropriately. The automated system also makes searching and retrieving information from the institution's information collections faster and easier.

Consistent Uses: The information may be used in an aggregate format to report on system use, growth of the information collection, etc. The automated system may also be electronically integrated with the institution's correspondence tracking system that is used to manage the tracking of incoming correspondence to ensure that responses about departmental policies, programs, initiatives and issues are prepared in a consistent and time-efficient manner. The information may also be used for research, planning, audit and evaluation purposes.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/001

Related PR#: PRN 929

Bank Number: PSU 904

Business Continuity Planning (BCP)

Description: The information described by this bank includes personal information that is contained in institutional Business Continuity Plans (BCP). A BCP is established by a federal institution to provide for the continued availability of services and associated assets that are critical to the health, safety, security or economic well-being of Canadians, or the effective functioning of government.

The personal information contained within a BCP may include the names, home addresses, home telephone, pager and cellular phone numbers of employees and officers who are part of the institution's BCP response team, as well as similar emergency contact information for Ministers, exempt staff, senior officials. Also included are the names, emergency contact numbers (including cellular phone and pager numbers) of disaster response and/or recovery vendors and other service providers, in addition to federal, provincial and municipal officials who may have to be contacted to assist the institution as the result of an emergency situation.

Class of Individuals: Employees and officers who are members of the institution's response team, as well as Ministers, exempt staff, senior institutional officials and emergency response officials and recovery vendors/service providers.

Purpose: The purpose of the collection and use of the personal information described in this Bank is to ensure that the institution can contact appropriate and responsible individuals to respond in the event of an interruption in normal business operations.

Consistent Uses: Personal information described in this Bank may be shared with other federal institutions, police, fire and other emergency response agencies on an "as required" basis. Non-personal information may be used to provide reports to senior management about the execution of institutional Business Continuity Plans. This information may also be used for research, planning, audit and evaluation purposes.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Coordinator.

RDA Number: 98/001

Related PR#: PRN 928

Bank Number: PSU 903

Electronic Network Monitoring Logs

Description: The records containing the information described in this bank relate to the use by individuals of federal government electronic networks. Logs containing details of network use by individuals are compiled and are reviewed by appropriate officials of the institution when there is suspected misuse of a federal government electronic network, as defined by institutional policies or the Treasury Board Policy on the Use of Electronic Networks. Examples of information that may be in the records include network logs that may link an employee's workstation to an IP address, listings of sites visited and information on any transactions conducted, including date, time, duration and nature of the visit or transaction. The records may also include information on the use of authorization codes assigned to particular individuals, including successful or unsuccessful use of the codes, date, time and frequency.

Class of Individuals: Employees of the institution and other individuals using federal government electronic networks, including student employees, contract staff and agency personnel. Members of the public, Ministerial staff, Members of Parliament that send e-mail to the institution or to specific individuals within the institution.

Purpose: The information contained in the records is compiled to support the investigation of suspected or alleged misuse, or deliberate impairment of government electronic networks by persons employed by the institution or by other individuals from outside the institution.

Consistent Uses: The information may be used to substantiate any disciplinary action taken where violation of institutional policies or the Treasury Board Policy on the Use of Electronic Networks is determined. If an internal investigation determines that criminal actions may have taken place, the information may be shared with appropriate police authorities. This information may be used to provide reports to management. The information may also be used for research, planning, audit and evaluation purposes.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/001

Related PR#: PRN 932

Bank Number: PSU 905

Executive Correspondence Management Systems

Description: The records containing the information described in this bank include general correspondence to the Minister or Secretary of State, their Staff and other senior executives within the institution. Records used in preparation of responses to incoming correspondence may also contain personal information about individuals that is sometimes provided by institutional officials to address issues and concerns raised in the incoming correspondence. Personal information may include the name of the correspondent, mailing address, telephone and facsimile numbers, e-mail address and other personal information that may be included by the originator and/or respondent within the content of the correspondence.

Class of Individuals: General public, Members of Parliament, and officials representing other levels of government or international governments and agencies, external organizations and/or businesses.

Purpose: To manage, in a consistent and time-efficient manner, the receipt of, and responses to, correspondence or inquiries received from outside the institution that require replies from senior executives of the institution.

Consistent Uses: Incoming correspondence may be forwarded to other federal or provincial institutions for a full or partial response if it is determined by the receiving institution that the issue(s) contained within the correspondence fall under the jurisdiction of, and should be addressed by, the other institution(s). In some cases, incoming correspondence and the response may be copied to another federal or provincial institution where the correspondence impacts on their roles and responsibilities. The information may be used in an aggregate format to report on system use, growth of the information collection, etc. The Executive Correspondence Management System may be integrated with the institution's Automated Document, Records and Information Management System (see Standard Personal Information Bank Number PSU 929 for more details).

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/001

Related PR#: PRN 903

Bank Number: PSU 902

Hospitality

Description: This information is collected to document hospitality-related activities and the circumstances in which they are incurred. The personal information collected may include the name and job title of government employees as well as the name and title of guests of the government (e.g. individuals from other governments, the private sector, etc). It may also include the names of their spouses or accompanying companions; and the name of the establishment where the hospitality function occurred and/or the name of caterer.

Class of Individuals: Deputy Ministers, Associate Deputy Ministers, Assistant Deputy Ministers, and their equivalents, including those individuals who incur hospitality expenses while acting in these positions, and their spouses or accompanying companions. May also include Ministers, Ministers of State, Parliamentary Secretaries, and their office staff (also known as political or exempt staff because they are outside of the official Public Service) as well as Members of Parliament representing a Minister or Minister of State for official business purposes.

Purpose: Hospitality information is maintained to ensure that the provisions of hospitality functions are done appropriately.

Proactive disclosure on government websites of hospitality expense-related information promotes transparency, facilitates public access to government information, and provides relevant and timely information to Canadians. The specific elements that may be made available are: Hospitality activity description and date, attendees, location and total amount.

Consistent Uses: This information may be used to provide reports on hospitality-related expenses to management. The information may also be used for research, planning, budget, audit and evaluation purposes.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Coordinator.

RDA Number: 99/004

Related PR#: PRN 933 and PRN 935

Bank Number: PSU 908

Internal Disclosure of Wrongdoing in the Workplace

Description: The records containing the personal information described by this bank include general inquiries, advice, as well as formal and informal complaints of wrongdoing. Personal information may include the date and nature of the alleged wrongdoing, name of the individual alleged to have committed the wrongdoing and other pertinent information including name of individual(s) reporting or impacted as a result of the alleged wrongdoing, records of interviews, investigations and analyses of events and records of decision taken.

Class of Individuals: Employees reporting to all departments and organizations of the Public Service listed in Part I, Schedule I, of the Public Service Staff Relations Act. Any individual reporting an alleged wrongdoing or about whom the institution may collect information in support of a function, program or activity and who may be impacted upon as a result of the investigation of an alleged wrongdoing.

Purpose: This information is collected to investigate and resolve complaints submitted in accordance with the Policy on the Internal Disclosure of Information Concerning Wrongdoing in the Workplace or other similar policy requirements. In well-founded cases, personal information may be used to determine appropriate remedial action, including administrative, disciplinary or legal action. Information is also used to develop an annual report that provides statistics, issues, challenges and recommendations for the deputy head of the institution.

Consistent Uses: The information may also be used for research, planning, audit and evaluation purposes.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/005

Related PR#: PRN 921

Bank Number: PSU 906

Personnel Security Screening

Description: The records containing the information described in this bank include information gathered by government institutions in conducting reliability checks and/or security clearances on individuals working or applying for work with a government institution by way

of appointment, assignment or contract. This information is collected under the authority of subsections 7(1) and 11.1(1) of the Financial Administration Act and the Government Security Policy (GSP) of the Government of Canada. The records may include completed Personnel Screening, Consent and Authorization Forms, applicable Security Clearance and Personal History documentation and completed Security Screening Certificate and Briefing Forms. The personal information collected may include full name (surname, family name at birth, given names, maiden name, nick name, all other names and initials), photographs, gender, date and place of birth, citizenship, residential addresses (including timeframes lived at each), current home telephone number, fingerprint impressions and signature.

If born outside of Canada, date of entry into Canada, certificate number and date of issue, date of naturalization, citizenship status and country of citizenship other than Canada may also be collected. Personal information related to marriages may also be collected, including marital status, date(s) of marriages or common-law partnerships (including date separated, divorced or widowed) and locations of partners and other immediate family.

Employment related information may include employment history, name and address of employing organization and supervisor/manager, title, work telephone and facsimile numbers, position or contract number, group and level of position, employee ID number (including Personal Record Identifier (PRI) or Service number), length of time employed, reasons for leaving workplace, reliability status, security clearance levels, professional qualifications.

Note: Copies of completed Security Screening Forms may be retained on an individual's Employee Personnel Record (see PIB PSE 901 – Employee Personnel Record in the Info Source – Source of Federal Employee Information).

Class of Individuals: Individuals working or applying for work with the federal government by way of appointment, assignment, temporary agency engagement or contract whose position requires a reliability screening status, site access and/or security clearance classification. May also include current and former spouses (including common-law partners), immediate relatives, character references (including neighbourhood references), employers (current and former) of the individuals undergoing the security screening.

Purpose: Personal information is used in support of the security screening process to determine the honesty, trustworthiness, ability to safeguard and reliability of individuals who will have access to government assets, including information, networks and facilities.

Consistent Uses: Some personal information may be disclosed to entities outside the federal government (e.g., credit bureaus). Personal information may be used to support decisions on individuals working or applying to work through appointment, assignment or contract, transfers, promotions, discipline, re-assessment of reliability status and termination of employment or contractual agreements. Notation of level of reliability/clearance authorizations may be attached to the Employee's personnel file (Standard PIB – PSE 901 – Employee Personnel Record). Information may also be disclosed to the Royal Canadian Mounted Police (RCMP) (RCMP PPU 030 – Information and Identification Services Criminal Records, Summaries of Police Information, and Identification Fingerprints) and the Canadian Security Intelligence Service (CSIS) (CIS PPU 005 – Security Assessments/Advice), which conduct the requisite checks in accordance with the GSP or, for purposes of transferability as defined within the Personnel Security Standards of the GSP, with other federal department's security offices.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/001

Related to PR#: PRN 920 & PRN 921

Bank Number: PSU 917 (formerly PSE 924)

Relocation

Description: This information is used to document the processes involved in the relocation of employees and their families. The personal information collected includes the individuals' name and job title, organization name, work telephone, work address, job classification and level, Personal Record Identifier (PRI), name of delegated departmental officer or manager, signatures, name of spouse or common-law partner, names of children and/or extended family members, special medical needs that may need to be accommodated, monthly statement of credit card expenses, personal declarations of expenses when receipts are not obtainable or have been

inadvertently destroyed, mortgage or rental cost information, legal fees and real estate fees.

Class of Individuals: Employees who relocate and their spouses or common-law partners, their children and/or extended family members. Also includes individuals representing third party suppliers, such as moving and storage companies.

Purpose: The purpose of this information is to document and administer the relocation of individuals and their family members. This includes information related to relocation planning, the selection of new accommodations, the shipment of personal and household effects, move authorizations and claims.

Consistent Uses: Non-personal information may be used to provide reports on employee relocations to management. The information may also be used for research, planning, audit and evaluation purposes.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Coordinator.

RDA Number: 98/001 and 99/004

Related PR#: PRN 936

Bank Number: PSU 910

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Description: This information relates to video surveillance recordings generated by closed circuit television (CCTV) cameras located on the perimeters of, or within institutionally operated buildings and facilities. Additionally, in support of employee and visitor access control, the records related to these subjects contain the actual access logs/registers used to issue temporary employee passes and temporary visitor passes.

Personal information collected may include recorded visual images, data logs, signatures, surnames, given names, telephone numbers, temporary pass control numbers and visitor company/organization information related to the issuance of temporary visitor passes.

Class of Individuals: Employees, and those on assignment or contract and visitors who require access to a federal institution or any other person within proximity of video surveillance recording capabilities.

Purpose: This information is used to enhance the security of government facilities and of individuals and assets present in such facilities. Video surveillance is sometimes conducted in

real time or recordings can be used to investigate past occurrences, security incidents or emergency situations. Access logs/registers, temporary passes and any other records related to employee and visitor access control may also be used to monitor or investigate current or past security incidents.

Consistent Uses: To assist security officials in the monitoring of activities and/or the issuance of temporary access passes. Additionally, records and recordings may record entry and exit times from facilities and may be used in the event of security-related incidents such as thefts or emergency situations. In such cases, this information may be shared with appropriate law enforcement agencies and emergency workers. Video information that reveals evidence of illegal activity, employee misconduct or accidents may be disclosed to appropriate staff relations, enforcement or investigative bodies for further investigations, charges or disciplinary actions.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/001

Related PR#: PRN 931

Bank Number: PSU 907

Travel

Description: This information is used to document travel activities and expenses related to official institutional business. The personal information collected includes the individuals' name and job title, organization name, work telephone, work address, job classification and level, Personal Record Identifier (PRI), name of delegated departmental officer or manager, signatures, name of spouse or common-law partner, name of children, monthly expense statements, personal declarations of expenses when receipts are not obtainable or have been inadvertently destroyed.

Class of Individuals: Employees and travellers (including term or casual employees, temporary agency staff, volunteers, students, consultants and contractors, and witnesses), who travel on behalf of an institution and their spouses or common-law partners and/or dependants. This includes Deputy Ministers, Associate Deputy Ministers, Assistant Deputy Ministers, and their equivalents, including those individuals who travel while acting in these positions, and their spouses and/or dependents. May also include Ministers, Ministers of State, Parliamentary Secretaries, and their office staff (also known as political or exempt staff because

they are outside of the official Public Service) as well as Members of Parliament representing a Minister or Minister of State or accompanying them as a guest for official business purposes.

Purpose: The purpose of this information is to document and administer the travel of individuals in support of the institution's mandate. This includes information related to employee entitlements and obligations, travel advances and related claims. Proactive disclosure on government websites of travel expense-related information promotes transparency, facilitates public access to government information, and provides relevant and timely information to Canadians. The specific elements that may be made available are: the purpose of travel; date(s) and destination(s); air fare and other transportation costs; accommodation, meals and incidentals; other expenses (all other expenses incurred that are not reflected in the information fields above, such as cost of a special passport, visas, and associated photos, calls to the office or home, dependant care where applicable, etc.); and the total amount.

Consistent Uses: This information may be used to provide reports on travel activities and costs to management. The information may also be used for research, planning, budget, audit and evaluation purposes.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Coordinator.

RDA Number: 98/001 and 99/004

Related PR#: PRN 934

Bank Number: PSU 909

Immigration and Refugee Board of Canada

Chapter 90

General Information

Background

The IRB is Canada's largest independent administrative tribunal. Its mission is to make well-reasoned decisions on immigration and refugee matters, efficiently, fairly, and in accordance with the law.

Responsibilities

Decision-making is carried out by three Divisions whose functions are quite distinct: the Immigration Division (ID), the Immigration Appeal Division (IAD) and the Refugee Protection Division (RPD).

Legislation

- Immigration and Refugee Protection Act, S.C. 2002, c.27, as amended
- Immigration and Refugee Protection Regulations, SOR/2002-227, as amended
- Immigration Appeal Division Rules, SOR/2002-230
- Immigration Division Rules, SOR/2002-229
- Refugee Protection Division Rules, SOR/2002-228

Organization

Immigration Division

The Immigration Division conducts admissibility hearings for foreign nationals or permanent residents believed to be inadmissible to, or removable from, Canada. It also conducts detention reviews for people detained by Canada Border Services Agency (CBSA) under the Immigration and Refugee Protection Act.

Refugee Protection Division

The Refugee Protection Division determines claims for refugee protection made by persons inside Canada. Decisions are made based on whether a person has a well-founded fear of persecution within the meaning of the United Nations definition of a "Convention refugee" or whether the person faces a danger of torture or a risk to life or a risk of cruel and unusual treatment or punishment if returned to their country.

Immigration Appeal Division

The Immigration Appeal Division decides appeals by Canadian citizens or permanent residents whose applications to sponsor close family members have been refused; appeals by permanent residents, foreign nationals with a permanent resident visa, and protected persons who have been ordered removed; and appeals by permanent residents determined outside of Canada by an officer of Citizenship and Immigration Canada (CIC) not to have fulfilled their residency obligation. It also hears appeals made by the Minister responsible for the Canada Border Services Agency (the Minister of Public Safety and Emergency Preparedness) against decisions of the Immigration Division at an admissibility hearing.

Legal Services

The Legal Services Branch is responsible for providing a full range of legal and policy advice to the IRB executive, management, decision-makers and staff. Legal Services manages all litigation on behalf of the Board. Legal Services coordinates the Board's intervention in appeals and applications before the higher courts in appropriate cases. Legal Services produces regularly updated legal reference papers. Legal Services coordinates the Board's regulatory initiatives, including drafting the Rules of practice and procedure of the Board's three tribunals. Legal Services plays an active role in the training of Board decision-makers and staff. Legal Services produces a publication, RefLex, which contains digests of selected decisions of the Board and maintains electronic reference material for decision-makers and staff internally and for the wider public on the Board's internet site.

Governor in Council (GIC) Secretariat Services Directorate

The Directorate provides strategic advice and support to the IRB Chairperson, the Advisory Panel and the Selection Board on the selection of members of the IRB, as well as to IRB senior management concerning GIC issues, including the Performance Appraisal Program. The Director of GIC Secretariat Services reports directly to the Chairperson. GIC Secretariat Services manages the relationship with the Minister's Office, the Privy Council Office and the Office of the Ethics Commissioner regarding GIC issues.

Strategic Communications and Partnerships Branch

The Strategic Communications and Partnerships Branch is responsible for the following Directorates:

Access to Information and Privacy Directorate

The ATIP Directorate is responsible for the administration of the Board's access to information and privacy requirements, in accordance with the principles of open government and the protection of the privacy of the individual.

Communications Directorate

The Communications Directorate delivers strategic advice and services in support of the IRB's key corporate priorities. The Directorate provides strategic counsel on issues of interest to IRB's internal and external audiences. The Directorate is responsible for all media relations and media monitoring activities, for parliamentary affairs, stakeholder relations and e-communications.

Editing and Translation Services Directorate

The Directorate manages the editing and translation services for the IRB, both for headquarters and the regions. This includes establishing quality standards and guidelines and providing editing and translation in both official languages, and coordinating multilingual translation services. The Directorate is also responsible for coordinating interpretation services, other than those for hearings, for the IRB.

Corporate Planning and Management Practices Directorate

The Corporate Planning and Management Practices Directorate (CPMP) is responsible for strategic and corporate planning; improved management practices; implementation of the Management Accountability Framework (MAF); Risk Management; Internal Audit and Evaluation functions; liaison with the Office of the Auditor General and the Secretariat of the Audit and Evaluation Committee; and awareness and compliance with the Values and Ethics codes. In addition, the Director of CPMP is the Senior Officer, Disclosure (Internal Disclosure of Information concerning Wrongdoing in the workplace).

CPMP strives for continuous improvement in its performance and in its products by focusing on

each area it is responsible for, and determining the most relevant and pertinent activities required to fulfill the IRB mandate. Applied together, the CPMP areas of responsibility complement each other, provide a road map for achieving organizational excellence and deliver on the strategic direction and expected results for the IRB. CPMP establishes performance measurements to determine and evaluate how well it is delivering products and services to the IRB and benefits to Canadians. It monitors business trends, shares best practices, and leads the IRB in fulfilling the government's modern management agenda.

The five key function areas in CPMP are:

Management Accountability Framework (MAF) – responsible for the continued implementation of the MAF, which is aimed at reinforcing sound management practices and strengthening accountability of the IRB, including the continued launch of the key MAF elements, and developing internal and Central Agency assessments.

Risk Management – responsible for increasing the IRB's capacity to manage risk and integrate risk into priority setting, planning and other key decisions, by addressing risk within and throughout the planning phases at the IRB and developing the Corporate Risk Profile and implementing integrated risk management practices.

Strategic Planning and Public Reporting – responsible for the strategic planning and public reporting activities of the IRB, including the development of strategic priorities, organization of strategic planning and review meetings, development of corporate planning tools and the preparation of public reports.

Audit and Evaluation – responsible for providing management with objective assessments about the design and operation of management practices, control systems and information, aligning IRB activities with the modern management principles and contributing to the government's continuous improvement program and accountability for results.

Values and Ethics – responsible for identifying key values and ethics activities and results desired by the IRB, and assisting in the shaping of a positive work place that supports professional and personal values and ethics of all IRB employees, and promotes and contributes to a work place conducive to achieving fairness and excellence.

Corporate Security and Administration

The Corporate Security and Administration Directorate (CSAD) provides guidance and services related to security, information management, accommodation, telecommunications, health and safety and procurement. The Directorate provides services to National Headquarters and all regions across Canada. The Directorate is organized into three groups:

Corporate Security

Corporate Security is responsible for ensuring the safety and security of employees, contractors and clients, and the safeguarding of material resources.

The Division, in partnership with Information Services, manages a comprehensive security that includes these elements: Crisis Management, including emergency planning, the Business Continuity Plan and IT Disaster Recovery Strategy; the security awareness program; physical security site inspections; threat and risk assessments; security investigations; and the performance measurement and other administrative functions of security. The Division manages secure communications and is the registry for Top Secret documents.

The Division provides direct services in Ottawa (e.g., access passes) and across the country (e.g., investigations) and provides functional guidance to the regions.

Procurement and Assets Management

Contracting for goods and services must be undertaken in a manner that enhances access, competition and fairness. It must result in best value or, if appropriate, the optimal balance of overall benefits to IRB and Canadians. All purchasing in Ottawa, except for that made on the acquisition card, is centralized in this Division. Regional purchasing above \$10,000 other than interpretation services is also processed through the Division.

The IRB is committed to encouraging transparency in contracting activities, and providing enhanced public access to contract information. Information on contracts over \$10,000 is disclosed through the IRB Internet site.

The Division manages the asset management program for the IRB, providing direct service in Ottawa and functional guidance on this matter to the regions.

Administrative Services

This newly re-organized division comprises four sections described below.

Information Management (IM)

This new section, established in April 2007, provides the secretariat services for the Information Management and Information Technology Committee, coordinates and tracks the progress of the IRB's multi-year IM plan, and supports the cross-functional IM working group. The IM Analyst also studies trends and best practices for information management in government and elsewhere and makes recommendations about strategies.

Recorded Information Management

The RIM group is responsible for developing and applying IRB policies, guidelines and standards for records management. The section also creates, supplies, and manages all official forms used within IRB.

Mail and Courier

The Mail and Courier section provides twice daily pick-up and delivery of internal mail at 344 Slater Street and processes mail and courier shipments to the regions and elsewhere. They operate a Client Service Counter on the 12th floor, which handles day-to-day mailroom services and accepts deliveries of stationary. The section has a stationary storeroom on the 12th floor and can handle large quantities of photocopying.

Accommodation, OSH, and Telecom

This section is responsible for managing IRB accommodations, including the physical space, and telecommunications services. They provide direct services to NHQ, as well as advice and support to the regions.

Significant changes to accommodation (i.e. ones that involve increasing or decreasing the overall space occupied) are managed centrally. Day-to-day adjustments are managed by the local office, with Accommodation, OSH, and Telecom Section acting as the local manager for Ottawa.

The Section also has an oversight responsibility for the Occupational Health and Safety (OSH) program at the Board, co-chairing the policy committee with one of the unions and preparing the national OSH plan.

Information Systems Directorate

Information Systems (IS) provides an umbrella of technical services to the IRB on a local (Ottawa) and national basis. Along with conducting the majority of the Board's IT acquisitions, IS is responsible for supporting all IRB computers and servers, maintaining the network and telecommunication services, issuing IT policies and procedures and for all the aspects of IT security. IS is also responsible for the development, acquisition, testing and maintenance of automated systems in support of the Board's requirements, which includes the evaluation of new technological tools and approaches, and interdepartmental interfaces. In pursuit of these objectives, IS maintains relationships with various Central Agencies, including PWGSC, CIC, CBSA, RCMP, CSE, and the TBS.

Human Resources and Professional Development Branch

The Branch provides Human Resources direction, services and strategic advice to support the Board's programs, activities and initiatives. Human Resources services are delivered to Public Service employees and members across the Board, through three regional human resources offices. Services are provided in the areas of staffing and resourcing, employment equity/diversity, official languages, strategic human resources planning, human resources information systems, classification and organizational design, learning and professional development, employee labour relations and compensation.

Operations Branch

The Operations Branch (OPS) is responsible for providing advice on strategic, policy and operational issues to the Chairperson and the Executive Director. It is accountable for developing and promoting the IRB's corporate policy positions with IRB's division heads, regional directors and with officials of PCO, CIC, CBSA and other public, private and non-governmental organizations involved in the immigration and refugee portfolio. It provides functional expertise and oversight for the IRB national programs and operations and directs an internationally renowned research program. These achievements are pursued through the development of policies, tribunal procedures, service standards, performance measures, and monitoring systems, as well as through the strategic planning of operational resource utilization, all of which support fair,

efficient, and well-reasoned decision-making in a consistent fashion across the country. The Branch manages several operational electronic systems and is the custodian of the personal information collected in these operational data banks. The Research Program exists to meet the information requirements of those involved in Canada's refugee protection determination system. The Program produces and makes publicly available, current and reliable information related to human rights, refugee and migration issues by providing documentation that supports fair refugee protection determination. The Research Program also acts as an educational resource for organizations and individuals interested in these issues. Since November 1995, the Research Program has also been mandated to process research directives of a claimant-specific nature in accordance with the instructions for the Acquisition and Disclosure of Information for Proceedings in the Refugee Protection Division.

Information Holdings

Program Records

Immigration Division Operations – Members' Schedules

Description: Links many variables including availability of facilities, counsel, interpreter, calendar errata and members assigned. Topics: Hearings scheduled.

Access: Records arranged in alpha-numeric order.

Program Record Number: IRB INF 155

Immigration Division Operations – Member Statistics

Description: Numbers of hearings scheduled and completed decisions, participants and office statistics.

Topics: Status, workload.

Access: Records arranged in alpha-numeric order.

Program Record Number: IRB INF 160

Immigration Division Operations – Immigration Tracking System

Description: Information is tracked on the application of person concerned. Administrative data is also recorded on each case.

Topics: Person concerned information.

Access: Records arranged in alpha-numeric order.

Program Record Number: IRB INF 165

Immigration Appeals Process

Description: Information on the conduct of hearings into appeals and related matters before the Immigration Appeal Division of the Board.

Topics: Practices and procedures for operational staff; practices and procedures for interpreters; standard forms and orders.

Access: Records arranged in alphabetical order.

Program Record Number: IRB OPS 025

Communications Information

Description: Information given on the functions and responsibilities of the Board, refugee protection questions and migration matters.

Topics: Press releases; videotapes; brochures; annual reports and speeches.

Access: Records arranged in alphabetical order.

Program Record Number: IRB COM 055

Refugee Protection Claims

Description: The record of claims to refugee protection status made before the Board's Refugee Protection Division.

Topics: Information, evidence, exhibits, arguments and submissions upon which the Board makes its decisions; system for scheduling and tracking cases and reporting statistics.

Access: Records arranged by individual.

Program Record Number: IRB OPS 015

Detention – Immigration Division

Description: Information on guidelines and procedures with respect to provisions pertaining to detention.

Topics: Correspondence and other documents relating to policies and procedures on the various statutory provisions pertaining to detention; the Chairperson's Guidelines on Detention; jurisdiction of member to review detention; form and content of bonds, terms and conditions, retaking into custody and legislative requirements for periodic review of detention.

Access: Records arranged by alpha-numeric order.

Program Record Number: IRB ADJ 120

Immigration Appeal Division Case Files

Description: The record of individual appeals; this also includes applications for redeterminations of claims made before January 1, 1989, to the former Immigration Appeal Board.

Topics: Information, evidence, exhibits, arguments and submissions upon which the Board makes its decisions.

Access: Records arranged by individual.

Program Record Number: IRB OPS 005

Admissibility Hearings – Immigration Division

Description: Guidelines and procedures with respect to conducting admissibility hearings, presentation of evidence and decisions under the Immigration and Refugee Protection Act and Regulations.

Topics: Correspondence and other documents relating to policies and procedures with respect to conducting personal, individual admissibility hearings, presentation of evidence and decisions under the Act and Regulations; correspondence and other documents relating to procedures concerning the adjournment and resumption of admissibility hearings, the nature and form of evidence at admissibility hearings, the appointment of designated representatives pursuant to of the Immigration and Refugee Protection Act and their role at admissibility hearings; correspondence and other documents relating to substantive and procedural issues concerning a member's jurisdiction; permanent resident issues and ordering the removal of persons found at admissibility hearings to be in violation of the Immigration and Refugee Protection Act.

Access: Records arranged by alpha-numeric order.

Program Record Number: IRB ADJ 125

Interpreter Data

Description: Records of interpreters who may be contracted by the Board to assist in hearings before the Refugee Protection Division, the Immigration Appeals Division and the Immigration Division.

Topics: Personal Information needed for the purposes of contracting interpreters.

Access: Records arranged by name of individual interpreter.

Program Record Number: IRB OPS 110

Legal Information

Description: Advice to the IRB Branches and tribunals on the application of the Immigration and Refugee Protection Act, its subordinate legislation, and related legislation; interpretation of decisions of the Federal Court and Supreme Court of Canada, and of decisions on general administrative law and Charter law issues; advice on legal aspects of operations, policy and personnel matters; training materials for IRB Members and staff on substantive and procedural legal issues.

Topics: Acts of Parliament; subordinate legislation; hearings, admissibility hearings, detention reviews and other proceedings; federal tribunals; administrative law; interpretation of decisions of the

IRB and of the Federal Court and Supreme Court of Canada.

Program Record Number: IRB LEG 045

Legislation and Application – Immigration Division

Description: Information on the Immigration and Refugee Protection Act and Regulations and related legislation, and on Immigration Division functions and activities.

Topics: General correspondence and other documents relating to the Act and Regulations and related legislation, and to Immigration Division policy, functions and activities; correspondence and other documents relating to various legislation which may impact on Immigration policies and procedures, including the effect of the Charter on the Immigration and Refugee Protection Act; correspondence and other documents relating to natural justice, bias, fairness, the role of the member; correspondence and other documents relating to appeals and appeals procedure to the Supreme Court of Canada, the Federal Court and the Immigration Appeal Division.

Access: Records are arranged by alpha-numeric order.

Program Record Number: IRB ADJ 130

RefLex (Publication)

Description: Information on selected jurisprudence of the IRB.

Topics: RefLex contains digests of selected decisions of the IRB's three Divisions.

Access: IRB web site and public access computer in Documentation Centres by random access.

Program Record Number: IRB LEG 145

Refugee Protection Determination Process

Description: Information on the refugee protection determination process that is carried out before the Refugee Protection Division of the Board.

Topics: Practices and procedures for hearing room administration including practices and procedures for interpreters and Tribunal Officers; practices and procedures related to the preparation of cases for hearings; the "Expedited Report" that contains a summary of the information elicited at an expedited interview, with a recommendation to the member that the claim is suitable to be accepted without a hearing or instruction to remit the claim for determination at a hearing; decisions and reasons; records of detained persons; transcripts.

Access: Records arranged by subject.

Program Record Number: IRB OPS 020

Refugee Protection Division Reasons for Decisions

Description: Selected reasons from the Refugee Protection Division of the Board.

Topics: Refugee Protection Division decisions and reasons.

Access: Records arranged in numeric order.

Program Record Number: IRB DOC 060

Refugee Protection Operations – Backlog Hearings

Description: Information is recorded on hearing schedules, claimants and assigned Member.

Topics: Refugee Personal data, Country data and results.

Access: Records arranged in alpha-numeric order.

Program Record Number: IRB INF 115

Refugee Protection Operations – Member Tracking

Description: A calendar of members' appointments and the progress of assigned reasons.

Topics: Status of reasons.

Access: Records arranged in alpha-numeric order.

Program Record Number: IRB INF 075

Refugee Protection Operations – Schedules

Description: Links many variables including availability of facilities, counsel, interpreters, calendar errata and members assigned.

Topics: Hearing Schedules and Status.

Access: Records arranged in alpha-numeric order.

Program Record Number: IRB INF 070

Refugee Protection Operations – Statistics

Description: Numbers of hearings scheduled and completed duration, continuations, adjournments, decisions, and participants.

Topics: Country, Status, Workload, Reasons.

Access: Records arranged in alpha-numeric order.

Program Record Number: IRB INF 080

Refugee Protection Operations – System to Track Appellants and Refugees (STAR)

Description: For refugee claims referred prior to April 1, 2007, information is tracked on claims for refugee protection. After April 1, 2007 the system will continue tracking the appeals made by appellants before the Immigration Appeals Division. Administrative data is also recorded on each case.

Topics: Refugee, persons in need of protection and Immigration Appeals.

Access: Records arranged in alpha-numeric order.

Program Record Number: IRB INF 065

Refugee Protection Operations – Integrated Case Management System (ICMS)

Description: Information is tracked on claims for refugee protection made before the RPD. Administrative and evidentiary information and data is also recorded on each case.

Topics: Refugees, persons in need of protection, country, Refugee personal data, country data and results, status of reasons, links many variables including availability of facilities, counsel, interpreters, calendar errata and members assigned, country, status, workload, reasons, case claim status, adjournments and postponements, schedules, member and resource tracking, Minister's information, status of individuals in third countries, verification of membership in political and religious organizations, issue papers, national documentation packages, extended responses and responses to information requests, research directives seeking claimant-specific information for use in the hearing.

Access: Records arranged in alpha-numeric order.

Program Record Number: IRB INF 085

Research – Claimant Specific Information

Description: Specific information from Canadian and/or foreign sources related to an individual and/or to a specific claim, generally for use in one hearing. This information is not placed in the public domain.

Topics: Ministers' information, status of individuals in third countries, verification of membership in political and religious organizations; other.

Access: Files arranged in numerical order.

Program Record Number: IRB DOC 135

Research – General Country of Origin Information

Description: Canadian-compiled information on human rights conditions in the country of origin of refugee claimants.

Topics: Issue papers, extended responses and responses to information requests.

Access: Records arranged in alphabetical and numeric order; from 2003 onwards, reports available on IRB web site.

Program Record Number: IRB DOC 050

Research – Refugee Bibliographic Records

Description: A computerized record of documents held in Resource Centre and Regional Documentation Centres with refugee research value.

Topics: Author, Date, Abstracts, Location, Publisher, Dates, Edition.

Access: Records arranged by alphabetic and numeric order.

Program Record Number: IRB INF 090

Specific Information Research Unit Tracking System

Description: Claimant-specific files in an automated form from the Specific Information Research Unit of the Operations Branch.

Topics: Research directives seeking claimant-specific information for use in the hearing.

Access: Records arranged in numeric order.

Program Record Number: IRB DOC 140

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Particular Personal Information Banks

Immigration Division Case Files

Description: The files contain documents presented at an admissibility hearing, conference or detention review; or filed in making an application or motion, so that both the person concerned and representative of the Immigration Department have knowledge of the information. Documents are in hardcopy and/or may be in electronic format.

Class of Individuals: This personal information, recorded by name and file number, relates to the individual's file when a member is called upon to conduct either an admissibility hearing or a detention review.

Purpose: The purpose of this bank is to record information used in the conduct of admissibility hearings and detention reviews pursuant to the Immigration and Refugee Protection Act, the Regulations and the Immigration Division Rules. The material on file, which is adduced at the proceeding, is used by the member in making the decision on the allegations that were raised at the proceeding.

Consistent Uses: It may be shared for internal audit purposes. This information may be shared with Citizenship and Immigration Canada and Canada Border Services Agency.

Retention and Disposal Standards: The retention period for standard case files is ten years after the conclusion of the proceeding, after which they are destroyed. Certain case files for Archival or Historical purposes are retained for 65 years.

RDA Number: 96/037

Related PR#: IRB ADJ 120/125/130/155/160/165

TBS Registration: 003312

Bank Number: IRB PPU 140

Refugee Protection Division Records

Description: In April 2007, the Integrated Case Management System (ICMS) will be implemented in the RPD. This system automates the Refugee Determination process. The electronic records contain all the documentation related to the processing of any action before the Refugee Protection Division of the Board, including all of the CIC referrals, the claimant Personal Information Form (PIF), submissions, evidence and documents provided by the parties to the action before, during and after the hearing(s). Decisions of the Division, reasons for decisions, notices of any proceeding before a higher court and decisions of higher courts also form part of this electronic record. This

electronic data bank contains counsel information such as name, address, phone number, company or firm, registration number and e-mail address. The bank contains Interpreter information such as name, address, phone number and language of interpretation. The name and address of any witness or expert witness that participate in the hearing are also on the records.

Class of Individuals: Persons whose claim for refugee protection has been referred to the Refugee Protection Division. Counsel who is representing the claimant at the hearing. Witness, expert witness and interpreters who have attended the hearing.

Purpose: This bank contains the ICMS electronic database, in hardcopy and by audio recordings, of the hearing, the documentation and proceedings before the Refugee Protection Division of the Board.

Consistent Uses: Information is used to manage the IRB cases, schedule and track cases before the Refugee Protection Division, record decisions made on the claim and issue notices. An abstract of the operational database is used to report statistics on cases being processed by the Refugee Division. All statistical reports exclude personal information. Selected information is shared with Citizenship and Immigration Canada, and the higher courts. A Board policy on the acquisition of claimant-specific information has been implemented. Personal information is used not only to determine the claim for refugee protection of the person concerned, but may be used, when reasonable, to determine the claim(s) for refugee protection of any other person(s) concerned. The consent of the claimant is sought when IRB plans to use the Personal Information Form (PIF) as evidence in another person's claim. When this consent cannot be obtained, a Member will analyse the risk of using this information without consent.

Retention and Disposal Standards: The standard case file is maintained in the regional office for six months after the final action is taken; it is then transferred to the Library and Archives Canada, where it is retained for a further twenty years, after which it is destroyed. Certain case files for Archival or Historical purposes are retained for 65 years. The retention of the electronic record will be the same as the retention of the paper file.

RDA Number: 96/037

Related PR#: IRB OPS 015/065/070/080/085/140

TBS Registration: 003971

Bank Number: IRB PPU 115

RPD Reasons for Decisions

Description: The records contain selected reasons for decisions from the Refugee Protection Division of the Board.

Class of Individuals: Persons whose claims for refugee protection have been referred to the Refugee Protection Division.

Purpose: To provide precedent cases from the Refugee Protection Division of the Board.

Consistent Uses: Tracking precedent cases from the Refugee Protection Division available through the Board's Regional Documentation Centres. Selected sanitized decisions are available through QuickLaw (Q.L.).

Retention and Disposal Standards: Upon approval of retention schedules the standard reasons for decisions are maintained at the Board for three years after the decision date, then referred to the Library and Archives Canada to be retained for a further twenty years, after which they are destroyed.

RDA Number: 96/037

Related PR#: IRB DOC 060

TBS Registration: 002786

Bank Number: IRB PPU 120

Immigration Appeal Board (IAB) Records

Description: The records contain all the documentation related to the processing of any action before the former Immigration Appeal Board, including all the papers, submissions, evidence and exhibits provided by the parties to the action before, during and after the hearing. Decisions of the Board, the reasons for the decisions, notices of any proceeding before a higher court and decisions of higher courts also form part of the record.

Class of Individuals: Permanent residents of Canada, or persons lawfully in possession of a valid returning resident permit, who have been ordered deported; persons holding a valid visa who are refused entry into Canada; Canadian citizens and permanent residents who have sponsored an application for permanent residence in Canada of a relative, after that application is refused; persons who filed applications for redetermination of claims to the former Immigration Appeal Board.

Purpose: This bank records, in hardcopy and by audio recordings, the proceedings before the former Immigration Appeal Board of Canada.

Consistent Uses: Information from Citizenship and Immigration Canada (C&I) was used in the Immigration Appeal Board proceedings.

Retention and Disposal Standards: The standard case file is maintained in the regional

office for six months after the final action is taken; it is then transferred to the Library and Archives Canada, where it is retained for a further ten years, after which it is destroyed. Certain case files for Archival or Historical purposes are retained for 65 years. All IAD decisions are kept forever as a "Court of Record".

RDA Number: 96/037

Related PR#: IRB OPS 005

TBS Registration: 002340

Bank Number: IRB PPU 105

Immigration Appeal Division (IAD) Records

Description: The records (hardcopy and/or in electronic form) contain all the documentation related to the processing of any action before the Immigration Appeal Division of the Board, including all the papers, submissions, evidence and exhibits provided by the parties to the appeal before, during and after the hearing. Decisions of the Division, the reasons for the decisions, notices of any proceeding before a higher court and decisions of higher courts also form part of the record.

Class of Individuals: Permanent residents of Canada, Refugees and protected persons, and persons holding a valid permanent resident visa who have been ordered removed from Canada; Canadian citizens and permanent residents who have sponsored an application for permanent residence in Canada of a close family member, after that application is refused; Permanent residents of Canada who have been determined outside of Canada by an officer of Citizenship and Immigration Canada (CIC) not to have fulfilled their residency obligation.

Purpose: This bank records, in hardcopy and by audio tape recordings, the proceedings before the Immigration Appeal Division of the Board.

Consistent Uses: Information is used to schedule and track cases before the Immigration Appeal Division and to report statistics on cases being processed by the Immigration Appeal Division. Information is shared with counsel for appellants, Citizenship and Immigration Canada and Canada Border Services Agency. Information from Citizenship and Immigration Canada and the Canada Border Services Agency is used in the Immigration Appeal Division proceedings.

Retention and Disposal Standards: The standard case file is maintained in the regional office six months after the final action is taken; it is then transferred to the Library and Archives Canada, where it is retained for a further ten years, after which it is destroyed. Certain case files for Archival or Historical purposes are retained for

65 years. All IAD decisions are kept forever as a "Court of Record".

RDA Number: 96/037

Related PR#: IRB OPS 025

TBS Registration: 002341

Bank Number: IRB PPU 110

Interpreter Data

Description: The records contain all the documentation related to interpreters who may be contracted by the Board to assist in hearings before the Refugee Protection Division, the Immigration Appeal Division and the Immigration Division. The records include personal employment background information and may include the results of the Board's language test for interpreters.

Class of Individuals: Persons who may be contracted to provide interpreter services to the Board.

Purpose: This bank records personal information needed for the purposes of contracting interpreters.

Consistent Uses: Information is used to maintain records of interpreters who may be contracted to provide interpreter services to the Board.

Retention and Disposal Standards: Interpreter files are maintained in the regional offices where interpreters have submitted documentation for a minimum of two years after the last administrative action, after which the records are destroyed.

RDA Number: 98/005

Related PR#: IRB OPS 110

TBS Registration: 002952

Bank Number: IRB PPU 125

Research Directives – Claim and Claimant-Specific Information

Description: Claimant-related information, for example, names, dates and places of birth; nationality; political and religious affiliation; validity of travel documents bearing claimants' names, from Canadian and foreign sources. (Documents in hardcopy and/or in electronic form).

Class of Individuals: Persons who claim to be Refugees or Protected Persons and who have been referred to the Refugee Protection Division.

Purpose: To confirm claimants' religious and/or political status, nationality, and residency in third countries for use in Refugee Protection Division hearings.

Consistent Uses: Disclosure of personal information to Citizenship and Immigration (MOU), R.C.M.P., foreign government and agencies and UNHCR, to identify the subject of the Member's research directive in order to facilitate the required research (Immigration and Refugee Protection Act).

Retention and Disposal Standards: Currently under review.

RDA Number: 2004/009

Related PR#: IRB DOC 135

TBS Registration: 003925

Bank Number: IRB PPU 145

Unsolicited Résumés and Applications (Regular Positions)

Description: Unsolicited résumés and applications including letters of reference and second language exams.

Class of Individuals: Non-public servants and public servants.

Purpose: The purpose of this data bank is to identify potential employees for the Board.

Consistent Uses: The information in this bank is used only for the purpose for which the information was collected.

Retention and Disposal Standards: Unsolicited résumés are retained in an inventory for 6 months. They are then purged and destroyed in classified waste. If they have been considered in any staffing action the résumé or application must be retained for two years, after which they are destroyed.

RDA Number: 98/005

Related PR#: IRB ADM 920

TBS Registration: 003179

Bank Number: IRB PPU 130

Complaints About the Conduct of Members

Description: This bank contains records related to complaints made by the public concerning alleged improper behaviour of a member pursuant to the "Protocol Addressing Member Conduct Issues". Personal information includes the name of the member and the allegations made; testimony of witnesses; legal opinions; inquiries into alleged improper behaviour; and analysis reports of the inquiries. The bank may also contain personal information about the complainant, such as the fact that he/she is a refugee claimant, or counsel, and the circumstances leading to the complaint.

Class of Individuals: Members of the Immigration Appeal Division and the Refugee Protection Division of the IRB. (Persons who make decisions on cases heard by the IRB are called members.)

Purpose: The purpose of this bank is to maintain information concerning complaints made under the "Protocol Addressing Member Conduct Issues".

Consistent Uses: None.

Retention and Disposal Standards: Information is maintained for three years after the last administrative use in the case of founded complaints, and for two years after the last administrative use in the case of unfounded complaints. Once

the Record Disposition Authority (RDA) has been approved, records will be destroyed after the retention period has expired.

RDA Number: 98/005

Related PR#: IRB OPS 020/025

TBS Registration: 005502

Bank Number: IRB PPU 155

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Hospitality

Personnel Security Screening

Relocation

Security Video Surveillance and Temporary Visitor

Access Control Logs and Building Passes

Travel

Manuals

- "ATS" (Adjudication Tracking System) User Manual
- Adjudication Division Procedures Manual
- Backlog Subdivision Procedures
- Briefing Book for Members
- Case Processing Procedures Manual
- E-PIF User Guide for Registered Counsels
- IAD Case Management Manual
- IAD Procedures Manual
- ICMS User Guide for Administrators, Supervisors and Managers.
- Immigration Division Case Management Manual
- Instructions for the Acquisition and Disclosure of Information
- Instructions Governing Extra-Hearing Communication Between Members of the Refugee Division and Refugee Protection Officers and Between Members of the Refugee Division and other Employees of the Board
- National Call Centre Use Guide
- Operational Policies

- Oral Reasons Reference Manual
- Personnel Manual
- Policy and Procedures for Security Screening
- Procedures Manual for Refugee Protection Officers (Tribunal Officers)
- Quick Reference Book for RPOs
- RPD: Case Management Manual
- RPD Member's Handbook
- RPO Training Manual
- "STAR" (System for Tracking Appellants and Refugees) User Manual
- STAR Report Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Immigration and Refugee Board, its programs and functions, may be directed to:

Access to Information and Privacy Coordinator
Immigration and Refugee Board

344 Slater Street, 14th Floor
Ottawa, Ontario K1A 0K1

Telephone: 613-995-3514

Reading Room

The Board's Documentation Centres have been designated under the Access to Information Act as public reading rooms. Their addresses are:

Alberta

Fording Place
205 9th Avenue S.E., 9th Floor
Calgary, Alberta T2G 0R3

(By appointment only)

British Columbia

Library Square
300 Georgia Street West, Suite 1600
Vancouver, British Columbia V6B 6C9

Headquarters
344 Slater Street, 11th Floor
Ottawa, Ontario K1A 0K1

Ontario

74 Victoria Street, Suite 400
Toronto, Ontario M5C 3C7

Quebec

Guy Favreau Complex
200 René Lévesque Boulevard West, Suite 001
Montreal, Quebec H2Z 1X4

Indian and Northern Affairs Canada

Chapter 91



General Information

Background

The Department was established under section 15 of the Government Organization Act, 1966, now the Department of Indian Affairs and Northern Development Act (RSC 1985 c. I-6, as amended). The Department is an amalgamation of the responsibilities of the then Department of Northern Affairs and Natural Resources and the then Department of Citizenship and Immigration, as it pertained to Indian people in Canada.

Responsibilities

The federal government's legislative responsibilities for Indians and Inuit derive from section 91(24) of the Constitution Act (1867), formerly called the British North America Act, which gives the federal government the exclusive authority to pass laws related to "Indians". The Indian Act, which remains the major expression of federal jurisdiction in this area, was passed, and a series of treaties was concluded between Canada and various Indian bands across the country. Federal jurisdiction for Indian peoples under the Constitution Act was subsequently (in 1939) interpreted by the courts to apply to Inuit as well. The Department derives many of its responsibilities for the North from the Department of Indian Affairs and Northern Development Act.

Within this legislative framework, the Department has a number of interlocking responsibilities and objectives. The Department's principal emphasis is on pursuing initiatives to assist First Nation communities to overcome obstacles to their development and to help them marshal the human and physical resources necessary to build and sustain viable communities. Particular focus is on negotiating First Nations governance, settling land claims, supporting the development of communities to improve on-reserve economic opportunities and living conditions, including their environmental health and safety situations, achieving the transfer of provincial-type responsibilities to the territorial governments, and promoting northern environmental awareness and sustainable development. Increasingly, the Department is devolving its powers and responsibilities to the First Nation peoples and territorial governments directly concerned.

Legislation

- Alberta Natural Resources Act
- Act for the settlement of certain questions between the Governments of Canada and Ontario respecting Indian Reserve Lands
- Act respecting the Caughnawaga Indian Reserve and to amend the Indian Act
- Act respecting the Songhees Indian Reserve
- Act to confirm an Agreement between the Government of Canada and the Government of the Province of New Brunswick respecting Indian Reserves
- Act to confirm an Agreement between the Government of Canada and the Government of the Province of Nova Scotia respecting Indian Reserves
- Arctic Waters Pollution Prevention Act
- British Columbia Indian Cut-off Lands Settlement Act
- British Columbia Indian Lands Settlement Act
- British Columbia Indian Reserves Mineral Resources Act
- British Columbia Treaty Commission Act
- Canada Lands Surveys Act
- Canada Oil and Gas Operations Act
- Canada Petroleum Resources Act
- Canada-Yukon Oil and Gas Accord Implementation Act
- Canadian Environmental Assessment Act
- Canadian Polar Commission Act
- Claim Settlements (Alberta and Saskatchewan) Implementation Act
- Condominium Ordinance Validation Act
- Cree-Naskapi (of Quebec) Act
- Department of Indian Affairs and Northern Development Act
- Dominion Water Power Act

- Federal Real Property and Federal Immovables Act
- First Nations Commercial and Industrial Development Act
- First Nations Fiscal and Statistical Management Act
- First Nations Jurisdiction over Education in British Columbia Act
- First Nations Land Management Act
- First Nations Oil and Gas and Moneys Management Act
- Fort Nelson Indian Reserve Minerals Revenue Sharing Act
- Grassy Narrows and Islington Indian Bands Mercury Pollution Claims Settlement Act
- Gwich'in Land Claim Settlement Act
- Indian Act
- Indian Lands Agreement (1986) Act
- Indian Oil and Gas Act
- Indian (Soldier Settlement) Act
- James Bay and Northern Quebec Native Claims Settlement Act
- Kanesatake Interim Land Base Governance Act
- Labrador Inuit Land Claims Agreement Act
- Land Titles Repeal Act
- Mackenzie Valley Resource Management Act
- Manitoba Claim Settlements Implementation Act
- Manitoba Natural Resources Act
- Manitoba Supplementary Provisions Act
- Mi'kmaq Education Act
- Natural Resources Transfer (School Lands) Amendment Act
- Nelson House First Nation Flooded Land Act
- Nisga'a Final Agreement Act
- Northern Canada Power Commission (Share Issuance and Sale Authorization) Act
- Northern Canada Power Commission Yukon Assets Disposal Authorization Act
- Northwest Territories Act
- Northwest Territories Waters Act
- Nunavut Act
- Nunavut Land Claims Agreement Act
- Nunavut Waters and Nunavut Surface Rights Tribunal Act
- Pictou Landing Indian Band Agreement Act
- Railway Belt Act
- Railway Belt and Peace River Block Act
- Railway Belt Water Act
- Sahtu Dene and Metis Land Claim Settlement Act
- Saskatchewan Natural Resources Act
- Saskatchewan Treaty Land Entitlement Act
- Sechelt Indian Band Self-Government Act
- Species and Risk Act
- Specific Claims Resolution Act
- Split Lake Cree First Nation Flooded Land Act
- St. Peter's Reserve Act
- St. Regis Islands Act
- Territorial Lands Act
- Tlicho Land Claims and Self-Government Act
- Westbank First Nation Self-Government Act
- Western Arctic (Inuvialuit) Claims Settlement Act
- York Factory First Nation Flooded Land Act
- Yukon Act
- Yukon Environmental and Socio-economic Assessment Act
- Yukon First Nations Land Claims Settlement Act
- Yukon First Nations Self-Government Act
- Yukon Surface Rights Board Act

Organization

Administration Program

Chief Financial Officer

The Chief Financial Officer sector is responsible for providing strategic advice, oversight, financial controls and support to the Deputy Minister and Senior Executive Team to ensure integrity and

sound financial controls and management in the planning and operations of the department. The CFO is also responsible for providing information management and technology services, structures and controls within the Department as well as for ensuring sound contracting, procurement and assets management policies and procedures.

Office of the Federal Interlocutor

The Office of the Federal Interlocutor is an advocate within the federal government for Métis, Non-Status Indians and urban Aboriginal people. Its role includes: bilateral relations with national Métis and Non-Status Indian organizations; tripartite processes with off-reserve Aboriginal groups and the provinces; and, finding practical ways to improve the life chances of Métis, Non-Status Indians and urban Aboriginal people. As well, the Office of the Federal Interlocutor is the lead federal Minister responsible for the Urban Aboriginal Strategy (UAS).

Deputy Minister's Office

Communications Branch

The Communications Branch manages the communications function of the department. The Branch assists programs in informing INAC's client groups of the department's policies, programs, services and activities and provides feedback to the Minister and the department about the interests and concerns of Canadians with respect to INAC's areas of responsibility. Branch staff are actively involved in the planning, management and evaluation of departmental policies, programs, services and initiatives, and in providing communications counsel and support at every phase of an operation. The Director General, Communications, reports directly to the Deputy Minister.

Corporate Secretariat

This group supports the Minister's office, the Deputy Minister and the Associate Deputy Minister through the co-ordination and provision of a wide range of advisory and operational services. The Corporate Secretariat includes the Internal Disclosure Office, Values and Ethics, Access to Information and Privacy, Parliamentary Relations, Correspondence and Briefing, Allegation and Complaints, Indian and Inuit Art Centres and Planning and Resource Management.

Departmental Legal Services Unit

Lawyers from the Department of Justice offer senior management and program managers a wide range of services, including legal opinions and advice on the laws and programs administered by the Department, litigation support for the drafting of regulatory texts and advice on policies being developed.

Human Resources Branch

The Human Resources Branch is responsible for the department's human resources function, accommodation and security services.

Inuit Relations Secretariat

The Government of Canada established the Inuit Relations Secretariat, housed within Indian and Northern Affairs Canada. The Inuit Relations Secretariat is the federal government's primary point of contact for Inuit governments, organizations and individuals, ensuring that their distinctive voices are heard by agencies and departments of the federal government. The Inuit Relations Secretariat also gathers and dispenses information, advice and expertise on Inuit matters, and improves the coherence, relevance and effectiveness of federal programs and policies that affect Inuit people. Two units within the Inuit Relations Secretariat, Outreach and Liaison and Research and Policy Development, are responsible for fulfilling these core duties.

The Staff Ombudsman

The Ombudsman is an impartial party who offers support and conflict resolution services to all Department staff, regardless of the employee's level or job category. The Office's mandate is to build trust and promote an environment within the Department that encourages employees to address their concerns, and to be a communications channel and vehicle helping the organization work towards change. The Office, which is a distinct entity reporting directly to the Deputy Minister, operates according to three guiding principles: neutrality, confidentiality and absence of formality.

Indian and Inuit Affairs Program

Aboriginal Economic Development Sector

The newly created Aboriginal Economic Development Sector in Indian and Northern Affairs Canada has amalgamated Aboriginal business development, access to capital, community economic development and other strategic

programming to create a more unified approach to the Government of Canada's role in this work. It is building on the progress of approaches to date, in partnership with Aboriginal entrepreneurs, communities and business organizations in all parts of Canada. Measures are being developed to strengthen both policy and operational functions in order to enhance the supportive investment and business climate for all Aboriginal people: First Nations members on and off reserve, Métis people and Inuit. In this way, the Sector will shape a coherent and practical approach to capitalize on economic opportunities, increase Aboriginal participation in the economy, and facilitate partnerships with Aboriginal people and organizations.

Claims and Indian Government Sector

This Sector is responsible for managing the negotiation and settlement of comprehensive, specific and special claims with respect to Aboriginal rights and lawful obligations of other types or on other grounds, managing and conducting self-government negotiations in accordance with approved mandates, and providing support for negotiations being conducted by the regions. The Sector has the federal lead for developing the self-government policy framework to guide negotiations, managing the federal approval process for mandates and agreements, and developing the policy basis for a new fiscal relationship, including the development and implementation of appropriate fiscal relations policies and practices that complement policies on governance (under both the Indian Act and self-government regimes). It is involved in negotiations, research, policy development, funding support, and planning and co-ordinating of the implementation of any settlements or self-government agreements that are reached.

Lands and Trust Services Sector

This Sector works to fulfill the fiduciary and statutory obligations of the Government of Canada in matters respecting Indians and the lands reserved for Indians. It administers the Indian Act and its regulations related to lands, oil and gas, natural resources and waste, and Indian and fiduciary monies. LTS responsibilities include the protection and administration of reserve lands and their resources, the creation of new reserves, the addition of lands to existing reserves, the administration of the trust funds of bands and the estates of certain individual Indians and of

the estates of deceased Indians who ordinarily live on-reserve, the determination of entitlement to Indian status and band membership, the maintenance of the Indian Register and band lists, the administration of Band Council elections, the provision of advisory services to First Nations regarding law-making under the Indian Act, and the review of bylaws, and lastly the development of First Nations governance capacity. LTS is also responsible for the implementation of the First Nations Land Management Act (FNLMA), the First Nations Oil and Gas Moneys Management Act (FNOGMMA), the First Nations Fiscal and Statistical Management Act, and the First Nations Commercial and Industrial Development Act (FNCIDA). Implementation of the FNLMA, FNOGMMA, and FNFSMA reflect an expanded role for LTS in supporting First Nations governance over specific sectors (eg, land, Indian moneys, oil and gas, taxation, etc) otherwise administered under the Indian Act. The management of oil and gas rights on Indian reserve lands across Canada is provided through a Special Operating Agency, Indian Oil and Gas Canada, located in Tsuu T'ina, Alberta.

Policy and Strategic Direction

This Sector is responsible for identifying and integrating the Department's policy priorities and co-ordinating the work of responsible sectors related to policy analysis and development. The Sector manages the department's policy decision-making and approval processes, oversees strategic policy research, and co-ordinates the development of legislative, Cabinet and regulatory initiatives. It is responsible for managing the government's commitment to seek the advice of Treaty First Nations on how to interpret the treaties in contemporary terms. It is the lead for the Department's policy on gender equality analysis and the management system for implementation of the Strategic Environmental Assessment Cabinet Directive. The Sector co-ordinates, with responsible sectors, department-level relations with national and regional First Nation, Inuit and Métis organizations. It is also the focal point for relations with other federal departments, the provinces and territories, foreign governments and international organizations. In addition, it is responsible for the strategic management of Aboriginal and other litigation where the Department is the federal lead and for the test-case funding program.

Socio-Economic Policy and Regional Operations

The Socio-Economic Policy and Regional Operations (SEPRO) Sector is designed to provide a better link between operations and key policy program areas. The overall objectives of the Sector are to strengthen both policy and operations functions and to enhance departmental client service capacity. The range of policies and programs administered by SEPRO covers major infrastructure and housing activities and education. SEPRO is the most geographically dispersed of all departmental sectors. The seven regional offices south of 60° are responsible for implementing departmental programs and policies. They are directly involved in funding First Nations and First Nation institutions and negotiating and implementing sectoral self-government agreements and other intergovernmental arrangements. Regional staff work closely with local client groups, their representatives and representatives of provincial/territorial governments.

Northern Affairs Organization

The Northern Affairs Organization (NAO) manages ongoing federal interests in the North, including federal northern policy, federal-territorial relations, aspects of claims and self-government implementation, the transfer of provincial-type programs and responsibilities to the territorial governments, and federal circumpolar activities. In the Northwest Territories and Nunavut, NAO is tasked with managing the sustainable development of the North's natural resources and with preserving, maintaining, protecting and rehabilitating the northern environment. In addition, NAO is responsible for assisting Northerners, including Aboriginal groups, to develop political and economic institutions that will enable them to assume increasing responsibility within the Canadian federation. In addition, the Program delivers national programs in the area of science and technology and food security, and it fosters scientific investigation and technological development.

Northern Affairs Organization's Regional Operations

INAC Regional offices in the territories have somewhat different responsibilities from those in the provinces. While they are responsible for implementing departmental programs and policies relevant to the particular territory, they are also directly involved in negotiating and implementing

self-government agreements and other intergovernmental arrangements.

In the Northwest Territories and Nunavut, regional officials are responsible for the management of minerals, including oil and gas, water and the majority of lands. They have responsibility for the environmental assessment of proposals for the use of these resources. These environmental assessments are carried out in conjunction with resource management functions. In addition, they are responsible for the management of orphaned and abandoned, contaminated and waste sites on Crown land. The Nunavut Regional Office also provides support for the implementation of the Nunavut Land Claim Agreement.

The Yukon Regional Office manages the delivery of education, social development and economic services that have not been taken over by First Nations. For the next six years, the Yukon Regional Office will also continue the assessment and remediation of a number of contaminated sites that are on Federal Crown Lands. In the Yukon, NAO has financial responsibilities related to Contaminated sites that were created prior to Devolution in 2003. The Yukon Environmental Socio-economic Assessment (YESA) Unit works with the Government of Yukon, Yukon First Nations and the YESA Board on the ongoing implementation of the YESA Act. The YESA Act is a made-in-Yukon process for assessing the potential impacts of proposed development activities.

Information Holdings

Program Records

Administration Program

Automated Real Property Management System

Description: Computerized records of base-level information on real property assets for which the Department is the custodian.

Note: Formerly Program Record Number INA CSS 080.

Topics: Information on land, structures, environmental matters, accessibility, security and heritage designation.

Program Record Number: INA CFO 080

Band Management and Funds

Description: Band local services, legal opinions, Orders in Council, Cabinet documents, Treasury Board submissions, association support and community-based planning.

Note: Formerly Program Record Number INA CSS 403.

Topics: Policy, eligibility, program descriptions, terms and conditions, funding formula/criteria, administration and operational guidelines.

Program Record Number: INA CFO 403

Fixed Assets Module

Description: Information on moveable assets used within the Department.

Note: Formerly Program Record Number INA CSS 081.

Topics: Information on cost, date of purchase, serial number, location and custodian.

Program Record Number: INA CFO 081

Information Management

Description: Information produced during projects to assess, develop or implement practices that promote cost-effective management of information and ensure departmental compliance with legislative and policy requirements.

Note: Formerly Program Record Number INA CSS 376.

Topics: Functional and testing requirements for electronic information and records management handling systems, directives and best practices for information handling, training and coaching on the use of information management applications, delivery of IM awareness seminars, information sessions and workshops, file classification systems, electronic document profiling conventions, essential records program, retention and disposition schedules, mail and distribution services, and electronic telephone directory.

Program Record Number: INA CFO 376

Non-Registered On-Reserve Population (Closed)

Description: Statistical information concerning the non-registered population residing on Indian reserves, designated lands and surrendered lands.

Note: Formerly Program Record Number INA CSS 204.

Topics: Profiles of First Nation communities.

Program Record Number: INA CFO 204

Northern Expenditure System

Description: Expenditure and full-time equivalents (FTEs) data on programs and activities in or for the area north of the 60th parallel by 26 federal departments and agencies and the three territorial governments. Last publication available is for the year 1998-99.

Note: Formerly Program Record Number INA CSS 085.

Topics: Summary data on expenditures and FTEs are published in the Northern Expenditures publication.

Program Record Number: INA CFO 085

Public Enquiries Contact Centre Call-Tracking System

Description: The INAC Public Enquiries Contact Centre serves as the point of first contact for the department. The Centre is responsible for providing timely information services to the public in response to enquiries received about Indian and Northern Affairs Canada programs, services and operations. Requests for information are received in both official languages and from various sources, including the general public, public institutions, other government departments, and members of Parliament and the news media. Enquiries arrive by telephone, e-mail, regular mail, fax and in person.

Note: Formerly Program Record Number INA CSS 250.

Topics: Includes information about the request and the requestor and a brief description of the subject matter of the enquiry and the action taken by the Public Enquiries officer. Threatening calls are documented and security and/or other law enforcement bodies are immediately alerted.

Program Record Number: INA CFO 250

Services and Goods Contracts

Description: Information is included on services and goods contracts and the selection of suppliers.

Note: Formerly Program Record Number INA CSS 366.

Topics: Includes all aspects of services and goods contracts, including temporary help services, requests for proposals, contract awards and amendments.

Program Record Number: INA CFO 366

Territorial Socio-Demographic Statistics and Research

Description: Information on the demographic and social conditions of registered Indians, Inuit and Northerners.

Note: Formerly Program Record Number INA CSS 372.

Topics: Population projections, social conditions, economic conditions, enrolment projections and community profiles.

Program Record Number: INA CFO 372

Territorial Socio-Economic and Financial Data

Description: Collection, compilation and statistical interpretation of socio-economic and public finance data for the Northwest Territories and Yukon.

Note: Formerly Program Record Number INA CSS 271.

Topics: Data are published annually in Northern Indicators and then every five years following the Census in Northern Census Highlights.

Program Record Number: INA CFO 271

Transfer Payments

Description: Authorities, policies, generic funding arrangements, reporting guides and technology used to direct approved funds for the benefit of Indian/Inuit/Innu communities and to ensure accountability.

Note: Formerly Program Record Number INA CSS 040.

Topics: Funding arrangements and recipient audits.

Program Record Number: INA CFO 040

Deputy Minister's Office

Allegations and Complaints

Description: A database containing allegations and complaints processed under the Department's Corporate Manuals System, Financial Management Manual (Volume 3), Financial Policies and Procedures, Transfer Payments, and (Part 5, Chapter 5.15) "Dealing with Allegations and Complaints" related to recipients funded by the Government of Canada. It records allegations and complaints concerning compliance with the terms and conditions of funding arrangements and the delivery of programs and services such as Social Assistance, Education, Youth, and First Nation Child and Family Services. It also records allegations and complaints about recipients' non-compliance with Indian Act provisions on such matters as elections, lands, resources and Indian monies.

Note: Formerly Program Record Number INA CSS 151.

Topics: Information on allegations (criminal wrongdoing) and complaints (non-criminal concerns).

Program Record Number: INA OCS 151

Audit and Evaluation

Description: Audit and Evaluation – The Departmental Audit and Evaluation Branch (DAEB) provides objective information on departmental performance and risks to senior management in order to strengthen departmental accountability and management practices. This will ensure government funds are spent as intended; controls are in place; spending is achieving measurable

results in a way that is effective and provides value for money; and there is clear and timely reporting on outcomes achieved. These services include independent internal audits and neutral evaluations.

Note: Formerly Program Record Number INA CSS 400.

Topics: Audits – internal audit reports of key departmental risk areas, evaluations, and evaluation reports of programs, policies and activities.

Program Record Number: INA DMO 400

Communications

Description: Public (including media), inter-program, interdepartmental and intergovernmental information and briefing materials, communications planning, evaluation, polling, strategy development, and programming.

Note: Formerly Program Record Number INA PSD 381.

Topics: Communications plans, policies, studies, evaluations, programs, meetings and contracts, publications/newsletter, videos, exhibits, government/departmental communications guidelines, services, requirements, special communications events, media evaluations, polls, public, media and government requests for information, communications planning for Cabinet, and information on departmental mandates, objectives, programs and activities.

Program Record Number: INA DMO 381

Cultural Contribution

Description: Contributions to Inuit organizations and individuals for the advancement of Inuit culture.

Note: Formerly Program Record Number INA CSS 044.

Topics: Exhibit openings and catalogues, arts and crafts, study tours and workshops, arts, music, theatre, dance, films, literature, languages, newspapers, and anthropological and sociological studies and tours.

Program Record Number: INA OCS 044

Cultures and Customs

Description: The cultures and customs of Inuit people are outlined.

Note: Formerly Program Record Number INA CSS 171.

Topics: Arts and crafts, production, trademarks and Inuit artists' biographies.

Program Record Number: INA OCS 171

Emergency Management for First Nations Communities

Description: Information related to Public Safety and Emergency Preparedness Canada (PSEPC) and emergency management, including forest fire suppression and search and recovery on compassionate grounds.

Note: Formerly Program Record Number INA CSS 090.

Topics: Requests for reimbursement of expenses for emergency management, including forest fire suppression and search and recovery on compassionate grounds; Emergency Management and Forest Fire Suppression agreements with provinces or other emergency management organizations.

Program Record Number: INA DMO 090

Information Disclosed to Federal Investigative Bodies

Description: Records of requests for disclosure and the disclosure of personal information to federal investigative bodies pursuant to paragraph 8(2)(e) of the Privacy Act.

Topics: Requests for disclosure from and disclosure to Federal Investigative Bodies under paragraph 8(2)(e) of the Privacy Act.

Program Record Number: INA OCS 100

Labour Force

Description: Records are kept on federal employment, training, literacy and adult basic education programs.

Note: Formerly Program Record Number INA CSS 071.

Topics: Employment-related training and mobility and labour force development.

Program Record Number: INA DMO 071

Ombudsman

Description: Information on difficult situations raised by department employees and approaches taken to resolve situations. Statistics are kept on the subject, sector involved in resolution and whether the employee is Aboriginal or non-Aboriginal.

Topics: These include, but are not limited to, conduct of other employees and issues of ethical behaviour such as conflict of interest or activities that seem to be contrary to public service values and the public interest.

Program Record Number: INA DMO 100

Security Files

Description: Records related to employee identification, building security, security incidents,

security violations and security investigations that contain personal information.

Note: Formerly Program Record Number INA CSS 101.

Topics: Identification card applications, building access register, security investigation reports, security incident reports, and authority for removal and access restriction.

Program Record Number: INA DMO 101

Security Screening Records

Description: Records related to security screening of departmental employees and contractors (engaged by the Department) as required under the Government Security Policy.

Note: Formerly Program Record Number INA CSS 201.

Topics: Reliability checks, security clearances, name checks, credit checks, criminal records, security questionnaires and fingerprints that contain personal information.

Program Record Number: INA DMO 201

Threat and Risk Assessment Files

Description: Records related to the assessment of threats and risks to departmental programs, offices and facilities as required under the Government Security Policy.

Note: Formerly Program Record Number INA CSS 301.

Topics: Threat and risk assessment reports and remedial security measures and safeguards.

Program Record Number: INA DMO 301

Indian and Inuit Affairs Program

Aboriginal Workforce Participation Initiative

Description: The Initiative seeks to increase the participation of Aboriginal peoples in the Canadian labour market by raising awareness and building employers' capacity and networking. The types of records kept include stakeholder information, studies, statistical data and research designed to promote Aboriginal workforce participation.

Topics: Aboriginal employment, Aboriginal workforce participation, communications, advocacy, partnerships and capacity building.

Program Record Number: INA SEP 085

Assisted Living

Description: Social support programs that provide support for First Nation people with functional limitations (because of age, health problems or disability) to maintain their level of functioning and enable them to live in healthy and safe conditions. Records kept include research and discussion papers, policy analysis, funding arrangements

with provincial governments, performance measurement and evaluation strategies and program directives.

Note: Formerly Adult Care.

Topics: Assisted Living, Adult Care, Institutional Care, In-Home Care and Foster Care.

Program Record Number: INA SEP 031

Band Governance Management

Description: Records include the implementation and maintenance of election events, elected Council profiles, by-laws, and law enforcement by giving advice and training; help to draft process development, appeal processes and procedures; and the appointment of Justices of the Peace under the Indian Act.

Topics: By-laws, Elections, Estates, appeals, custom code.

Program Record Number: INA LTS 500

Capital Facilities and Maintenance Program

Description: Assistance to First Nations for the planning, design, construction, acquisition, and operation and maintenance of basic infrastructure and capital facilities on reserves. This includes water supply and sewers, roads, electrification, fire protection services, schools, and community buildings. Data is stored in the Integrated Capital Management System. Records kept include related policies, level of service standards and correspondence.

Topics: Property and infrastructure, capital facilities, maintenance, roads, water, sewer, electrification, fire protection services, schools, and community buildings.

Program Record Number: INA SEP 087

Children's Programs

Description: Children's Programs aim to ensure that First Nation children receive the best possible opportunity to fully develop their potential as healthy, active and contributing members of First Nation communities. Records are kept on the expenditure of National Child Benefit Reinvestment (NCBR) dollars, numbers and type of projects undertaken by communities, impact (anecdotal) of projects, and numbers of families and children benefiting from NCBR projects.

Topics: Child care, child nutrition, support for parents, home-to-work transition and cultural enrichment.

Program Record Number: INA SEP 083

Claims and Indian Government Implementation

Description: Records are kept related to the development and negotiation of implementation plans and the monitoring of implementation

activities for comprehensive land claim agreements and self-government agreements.

Topics: Implementation plans, negotiations, funding arrangements, implementation issues, implementation-related legislation, policy positions and advice, boards and committees, federal obligations tracking, annual reports on implementation, financial tracking, research projects, studies and contracts, planning process, monitoring process, correspondence, and briefings.

Program Record Number: INA CIG 226

Community Economic Development

Description: Provides core funding to First Nation and Inuit community organizations and organizations to which they give mandates or designate for community economic development planning and capacity development initiatives, development of proposals and leveraging of financial resources, and the provision of public services with regard to economic development. Types of records kept include information related to project proposals, their assessment, and the development and management of funding arrangements for approved projects.

Note: Formerly Program Record Number INA SEP 081.

Topics: Community Economic Development Program and program management.

Program Record Number: INA AED 081

Community Economic Opportunities Program (Resource Access Negotiations Program, Resource Partnerships Program, Regional Partnerships Fund)

Description: The Community Economic Opportunities Program provides project-based support to First Nation and Inuit community organizations and the organizations to which they give mandates or designate for public services with regard to economic development. Public services include getting community members into employment, developing community-owned and community-member businesses, developing community land and resources, accessing opportunities from land and resources beyond community control, promoting investment, and undertaking research and advocacy. Introduced in 2005–2006, the Community Economic Opportunities Program replaces the Resource Access Negotiations Program, Resource Partnerships Program and Regional Partnerships Fund. The types of records kept include project proposals, their assessment, and the development and management of funding arrangements.

Topics: Community Economic Opportunities Program, Resource Access Negotiations Program, Resource Partnerships Program, Regional Partnerships Fund, program management, project proposals, funding arrangements and reports.

Program Record Number: INA SEP 066

Comprehensive Claims

Description: Records related to the negotiation and settlement of modern comprehensive land claims and the government process for managing these activities.

Topics: Claim issues and negotiations, policy positions, the claims negotiations and governmental approval processes, government obligations, precedents, statistics related to comprehensive claims, and various studies related to modern treaties.

Program Record Number: INA CIG 016

Cultural Education Centres Program

Description: Provides funding to First Nations, Inuit and Innu communities to support the expression, preservation, development and promotion of their cultural heritage through 112 cultural centres. Records kept include program guidelines, program terms and conditions, activity and financial reports, correspondence, program evaluations and audits.

Topics: Cultural education centres, heritage and culture.

Program Record Number: INA SEP 507

Data Development and Performance Measurement

Description: Information is kept on the activities (meeting minutes) of the First Nations Data Statistics Technical Table Performance Measurement Frameworks for First Nations Social Programs, indicator and benchmark development as well as Comprehensive Community Planning Models and the Sustainable Development Strategy research and discussion papers.

Topics: Data-sharing protocols, capacity development with regard to data collection and analysis, and info-structure needs with regard to First Nations and First Nation-centred indicator and performance measurement frameworks.

Program Record Number: INA SEP 084

Economic Development Policy

Description: INAC's role in First Nations, Inuit and Innu economic development is to develop the policy and programming framework necessary to strengthen community economic development capacity, reduce obstacles and increase access to economic opportunities, and increase participation in local and national economic growth.

Note: Formerly Program Record Number INA SEP 086.

Topics: Access to lands and resources, community economic development, economic infrastructure, resource development, access to capital, and economic partnerships.

Program Record Number: INA AED 086

Education Policy

Description: Information regarding the co-ordination of programs relevant to the education of First Nation and Inuit students. Records kept relate to research projects, annual reports, program operational guides, studies, policy positions, evaluations, performance measurement and policy frameworks.

Topics: Elementary, secondary, special education, post-secondary education, cultural/educational centres, and First Nations and Inuit youth employment.

Program Record Number: INA SEP 041

Elementary/Secondary Education Program

Description: Provides funding to ensure that students who reside on reserve have access to elementary/secondary education programs comparable to those provided in the province in which the reserve is located. Records kept include program guidelines, research, correspondence, project proposals and reports, program terms and conditions, program evaluations and audits.

Topics: Education, instructional services, band-operated schools, student support services, and school board type services.

Program Record Number: INA SEP 501

Environmental Management Information

Description: Records are kept related to the Contaminated Sites Management Program on reserve lands, environmental assessments, fuel tanks, waste sites and other environmental issues. The associated data system is the Environmental Stewardship Strategy Information Management System (ESSIMS), a Web-based relational data management system.

Topics: Identification, assessment and remediation of environmental issues and associated costs through contributions; and contribution funds toward First Nations' representations.

Program Record Number: INA LTS 131

Family Violence Prevention Program

Description: Records of funding to First Nation communities for Family Violence Prevention Projects and operational funding to 35 family violence shelters. Provides core funding to the National Aboriginal Circle Against Family Violence. Records kept pertain to program guidelines,

performance indicators, research and policy papers, and project proposals.

Topics: Family violence, transition, second stage, emergency shelters and prevention projects.

Program Record Number: INA SEP 402

First Nations and Inuit Veterans

Description: Veterans' Land Act (VLA) records related to INAC's involvement in veterans' issues as it pertains to its past role in administering benefits, pursuant to the VLA and its support for commemoration of First Nation veterans' contributions in support of Canada in wartime and for addressing First Nation veterans' grievances.

Topics: VLA, National Round Table on First Nations' veterans, funding agreements with veterans' organizations, conferences, committees, meetings, policy advice, correspondence, briefing notes, studies, reports, communications, public education and commemorative activities.

Program Record Number: INA PSD 060

First Nations and Inuit Youth Employment Strategy

Description: Records are kept on the implementation and results achieved under the Strategy's four programs, including number of participants, program guidelines, promotional materials and resource materials.

Topics: First Nations and Inuit Student, Summer Employment Opportunities Program, First Nations and Inuit Youth Work Experience Program, First Nations and Inuit Science and Technology Program, and First Nations and Inuit Career Promotion and Awareness Program.

Program Record Number: INA SEP 005

First Nations Child and Family Services

Description: Support for culturally appropriate child welfare services for registered Indian children and their families resident on reserve. Records kept include policy analysis and frameworks, performance measurement, evaluation strategies, funding, research and discussion papers, program directives and program terms and conditions, budget and planning information, particular case files and program review.

Topics: First Nation child and family services, child welfare, children in care, number of children in care, institutional care, foster care and group home care operations.

Program Record Number: INA SEP 502

First Nations Land Management Initiative

Description: The First Nations Land Management Initiative is a First Nations-led initiative that is supported by the Framework Agreement on

First Nations Land Management (Framework Agreement) and ratified by Parliament through the First Nations Land Management Act. The Framework Agreement and the Act allow signatory First Nations to opt out of the land management sections of the Indian Act to establish their own land management and resource regimes. This important sectoral governance arrangement is managed by the Department of Indian and Northern Affairs Canada, in partnership with the Lands Advisory Board, a First Nation institute appointed by the 49 First Nations currently participating in the Initiative.

Topics: Documents related to correspondence with First Nations, First Nations' land codes, First Nations' Individual Transfer Agreements, registry regulations, Environmental Management Agreements, environmental site assessments, legal land descriptions, matrimonial real property laws, legislative amendments to the Framework Agreement and the FNLMA.

Program Record Number: INA LTS 100

First Nations Water Management Strategy (FNWMS)

Description: A seven-part Water Management Strategy seeks to improve the safety of water supplies in First Nation communities. Records are kept on information relative to water and wastewater services, research and policy analysis, program guidelines, operation and maintenance of facilities, and training of operators.

Topics: Water and wastewater systems, training and certification of operators, classification of water and wastewater facilities, and water quality.

Program Record Number: INA SEP 403

Fiscal Policy

Description: Records related to fiscal transfer programs in Canada and some other countries and description and analyses of fiscal relationships involving Canada, Aboriginal groups, provinces and territories and of the status of discussions and/or negotiations or processes related to developing fiscal relations in the context of both the current legislative framework and future self-government arrangements.

Topics: Federal and INAC policies and programs, fiscal relations policies and issues, fiscal relations negotiation tables, taxation issues, administrative, financial and personnel matters, workshops, meetings, conferences, and studies (public sources, para-public institutions and academic sources).

Program Record Number: INA CIG 001

Gender-Based Analysis

Description: Records related to gender-based analysis as it pertains to the development, implementation and evaluation of INAC's Gender-Based Analysis Policy and INAC's role in promoting its policy to other government departments as well as outside the government.

Topics: INAC's Gender-Based Analysis Policy, INAC's Gender-Based Analysis Guide, national and international conferences, National Aboriginal Women's organizations, funding agreements, committees, meetings, presentations, policy advice, correspondence, briefing notes, studies, reports, communications and training tools.

Program Record Number: INA PSD 434

Implementation of the James Bay and Northern Quebec Agreement (JBNQA) and the Northeastern Quebec Agreement (NEQA), and Implementation Agreement

Description: Information concerning the JBNQA, the NEQA and the implementation agreements concerning the Inuit and Naskapi governments and the administration of lands.

Topics: Land regime, local government, health and social services, education, administration of justice, police, environment, hunting, fishing and trapping, compensation, legal entities, economic and social development, and Income Security Program.

Program Record Number: INA CIG 011

Income Assistance

Description: Provision of basic and special needs assistance to on-reserve residents in need based upon provincial standards, eligibility criteria and benefit rates. Records are kept on funding information, reform initiatives, program management and information related to the criteria for funding, provincial and territorial standards.

Topics: Income assistance, income support, social assistance, basic needs, special needs, and children out of parental home (COPH).

Program Record Number: INA SEP 504

Indian Act Alternative

Description: Records of the financial and technical support provided for various Chiefs' Working Groups in their pursuit of alternative legislation to the Indian Act.

Topics: Land management, forestry and governance.

Program Record Number: INA PSD 394

Indian Government Support (IGS)

Description: Programs seeking to strengthen the capacity of First Nation administrative institutions.

Topics: Information pertaining to Band Support Funding (BSF), including Professional and Institutional Development, Tribal Council Funding (TCF), Band Advisory Services (BAS), Band Employee Benefits (BEB), and Indian and Inuit Management Development (IIMD).

Program Record Number: INA LTS 401

Indian Lands Registry

Description: Contains information and documentation pertaining to the management, surveys and location of Indian reserves across Canada.

Topics: Agreements, individual land holdings, leases, permits, rights of way, surveys and other interests granted in Indian reserves or designated or surrendered lands; the Indian Lands Registry System is the authoritative source for reserve names.

Program Record Number: INA LTS 111

Indian Registration and Band Membership

Description: Records related to the determination of entitlement to registration and band membership, transfer of control of band membership to Indian bands, amalgamation of two or more Indian bands to form a single band, division of existing bands into two or more bands, constitution of new bands from registered Indians and/or members of existing bands, and issuance of Certificates of Indian Status.

Note: The name of the band concerned should be included with each request.

Topics: Subjects include entitlement of individuals to registration and band membership, adoptions, protests, births, marriages, divorces, deaths, transfers between bands, band membership rules and records access requests.

Program Record Number: INA LTS 121

Intergovernmental Relations

Description: Records related to bilateral and multilateral intergovernmental relations; policy analysis and support with regard to intergovernmental relations affecting policy and program development and delivery; and policy analysis and support with regard to relations between Canada and national and regional Aboriginal organizations, including related partnerships, policies, funding and administrative services.

Topics: Policy analysis and support with regard to intergovernmental relations affecting policy and program development and delivery; departmental engagement in multilateral intergovernmental relations; bilateral intergovernmental relations with Canadian regions; departmental implementation

of national federal-provincial-territorial policies and initiatives; policy analysis and support with regard to relations between Canada and national and regional Aboriginal organizations; departmental policy on funding to national and provincial/territorial First Nations political representative organizations; correspondence; and briefing notes.

Program Record Number: INA PSD 500

International

Description: Records related to Aboriginal issues in international fora, primarily developments on human rights, environment, trade issues, United Nations' organizations, and the International Decade of the World's Indigenous People.

Topics: Multilateral and international organizations, human rights conventions, international conferences, developments in other countries, traditional knowledge, sustainable development, visits to and from Canada, international communications, and the International Decade of the World's Indigenous People.

Program Record Number: INA PSD 395

Justice Programs

Description: Various justice programs being delivered in First Nation communities by other departments. Records are kept on meetings and policy and research papers.

Topics: Aboriginal Justice Strategy, crime prevention, youth justice, Aboriginal policing, Aboriginal corrections, section 89: Enforcement of Child Support On-Reserve, firearms, gaming and special needs offenders.

Program Record Number: INA SEP 082

Legislation: Institutional Development

Description: Information on the creation of the First Nations Tax Commission, First Nations Finance Authority, First Nations Financial Management Board and First Nations Statistics.

Topics: First Nations Tax Commission, First Nations Finance Authority, First Nations Financial Management Board and First Nations Statistics.

Program Record Number: INA LTS 040

Legislation, Policy and Program Development Information

Description: Resource data and relevant federal, provincial and private sector program and policy information that might affect or influence the administration and management of natural resources on Indian lands.

Topics: Federal, provincial and private sector program and policy information.

Program Record Number: INA LTS 106

Litigation Management and Resolution Branch

Description: Information on specific issues related to litigation involving or of interest to the Department and files related to the Aboriginal Healing Foundation, an independent, Aboriginal-operated, non-profit corporation for which responsibility was transferred to Indian Residential Schools Resolution Canada in October 2004.

Topics: Documents related to litigation, research reports, policy and legal positions, litigation management and resolution processes, test-case funding, case summaries, court rulings, correspondence, copies of statements of claim, statements of defence, personnel records and detailed invoices for legal representation.

Program Record Number: INA PSD 393

Management Development Training

Description: Provides support for management training and the development of First Nations based on community, identified concerns and needs. Provides resources to First Nations for the professional development and training of band administrators, managers and their staff. Provides funds for the development of their public service organizations to ensure that suitable management development programs and courses are available.

Topics: Management support and advice, systems development, organizational development, and management training.

Program Record Number: INA LTS 399

Manitoba Northern Flood Agreement

Description: Advice and assistance to Manitoba First Nations on the Northern Flood Agreement and related developments of the Churchill Nelson Rivers Diversion Project.

Topics: Flood and water control, resource development impacts, and negotiations.

Program Record Number: INA LTS 136

National Child Benefit Reinvestment (NCBR) Projects

Description: Information on the range of programs and services that have been developed by First Nation communities for low-income families and children.

Topics: Number of families and children who benefited from NCBR programs, types of reinvestment programs, and program funding.

Program Record Number: INA SEP 940

Natural Resources Development

Description: Renewable and non-renewable resource development activities on and off reserves.

Topics: Mineral inventories, contribution funding for resource development initiatives, and resource development policies and procedures.

Program Record Number: INA LTS 076

Oil and Gas

Description: Oil and gas resources on Indian reserve lands.

Topics: All matters related to the inventory, control, development and management of oil and gas.

Program Record Number: INA LTS 096

On-Reserve Housing Policy

Description: Housing assistance for First Nations and training and integration with related programs such as economic development and community infrastructure. Records are kept on housing policy, program directives, project proposals, program reporting and community case studies.

Topics: Housing, house maintenance and insurance, ministerial loan guarantee for housing, renovations, construction, economic development and community infrastructure; Innovative Housing Fund, House Training Fund and Long-Term Capital Plan.

Program Record Number: INA SEP 404

Policy

Description: Co-ordination of operational and policy issues pertaining to Indian monies (per capita distributions, incompetents, minors), estates, band elections, election appeals, removals from office, resignations from office, orders bringing First Nations under the application of the election provisions of the Indian Act, orders removing First Nations from the applications of the election provisions of the Indian Act, bylaw reviews, bylaw disallowances, bylaw enforcement, Indian band lists, band membership and registration, and appointment of Justices of the Peace.

Topics: Indian Act revision and First Nation government legislation.

Program Record Number: INA LTS 126

Post-Secondary Education Program

Description: Assistance to eligible students with tuition fees, books, travel, and living expenses, and support for post-secondary programs targeted at First Nations and Inuit students. Records contain information on students, including age, gender, region of study, band with financial responsibility, administering organization, institution attended, area of study, qualification sought, program length, part-time or full-time status. As well, information is collected on funding for First Nation education organizations, post-secondary institutions and other eligible Canadian post-secondary institutions

to develop and deliver special programs for students who are registered as Indians.

Topics: Post-Secondary Education, funding, and education support.

Program Record Number: INA SEP 505

Procurement Strategy for Aboriginal Business

Description: The Procurement Strategy for Aboriginal Business (PSAB) seeks to increase the number of Aboriginal suppliers bidding for and winning federal government contracts. Types of records kept include stakeholder information, studies, statistical data and research designed to promote Aboriginal procurement within the federal government.

Topics: Procurement strategy, communications, advocacy, supplier development and sector studies.

Program Record Number: INA SEP 132

Public-Private Partnerships

Description: Community Development Branch provides a centre of expertise that works with regional offices and First Nation communities to encourage the leveraging of funding from capital markets and the use of Alternative Forms of Service Delivery such as Public-Private Partnerships.

Topics: Identification of potential projects, leadership and expert advice on the development of projects (including "proof of concept" projects), development of high level strategies, development of tools, and marketing of the potential benefits to First Nation communities.

Program Record Number: INA SEP 001

Self-Government

Description: Records related to the implementation of the inherent right and negotiation of Aboriginal self-government, status of negotiations with respect to such issues as lands and resources, legal status and capacity, governance (eg, structures and procedures of government), membership, financial arrangements, application of the Indian Act, infrastructure, education, social and welfare services, justice, health, wildlife management, agriculture, environment, succession, culture, traffic and transportation, implementation plans, policy development, and process and machinery for the implementation of the inherent right of Aboriginal self-government.

Topics: Committees, procedures and meetings (Federal Steering Committee on Self-Government and Comprehensive Claims, Steering Committee on Self-Government and Comprehensive Claims),

policy guidelines, policy advice, self-government proposals, assessments and responses, negotiation reports, conferences, and workshops.

Program Record Number: INA CIG 006

Social Development Policy

Description: Records covering subjects related to Income Assistance, First Nations Child and Family Services, Assisted Living (formerly Adult Care), the Family Violence Prevention Program, and the National Child Benefit Reinvestment initiative. Records are kept on performance measurement strategies, performance indicators, evaluation frameworks, research, and policy analysis.

Topics: Income assistance, First Nations Child and Family Services, Assisted Living, Family Violence Prevention Program and the National Child Benefit Reinvestment initiative.

Program Record Number: INA SEP 046

Special Claims

Description: Process for the analysis, negotiation and settlement of grievances that do not meet the criteria of the comprehensive or specific claims programs. Assessment of comprehensive claims submissions.

Topics: Information on the analysis and negotiation of special claims, research projects, research services, and information on claims or special historical situations.

Program Record Number: INA CIG 392

Special Education program

Description: Provides services to improve the educational achievement levels of First Nations students by providing access to special education programs and services that are individually and culturally sensitive, and meet provincial standards within the locality of the First Nations. Records kept include program guidelines, national annual SEP data summary reports, statistical data, terms and conditions, correspondence, briefing notes, and funding protocols and allocations. Program data information includes number of students who have high-cost special education needs, number and type of special education program and services provided, student's progress (Individual Education Plans), inter-agency collaboration, number of certified special education teachers and provincially certified teachers, teacher and para-professional training, including professional development, student assessments and assessment referrals.

Topics: Special Education Program, high-cost special needs, special education needs and special needs.

Program Record Number: INA SEP 510

Specific Claims

Description: Information records are kept on the specific claims process and negotiations and outcomes.

Topics: Claims-related research and negotiations, policy positions, compensation of claims, and the specific claims process.

Program Record Number: INA CIG 141

Statistics and Reference Documents

Description: Statistics and information on the history of the Canadian Indian.

Topics: Statistical information, in-house reports, unpublished research documents and papers, policy statements, procedures and guidelines, Orders in Council, Treasury Board minutes and circulars, program delegations of authority related to the Indian and Inuit Affairs Program, and annual reports.

Program Record Number: INA LTS 109

Taxation

Description: Minimal records are kept by Band Governance on property taxation bylaws adopted by First Nations.

Topics: All matters related to property taxation and business licensing on reserve lands are handled by the Indian Taxation Advisory Board (ITAB).

Program Record Number: INA LTS 091

Treaty Land Entitlement

Description: Information on treaty land entitlement issues, claims and specific processes.

Topics: Saskatchewan Framework Agreement, Manitoba Framework Agreement, policy positions and third-party interests.

Program Record Number: INA CIG 600

Treaty Payments

Description: Information on the provision of annual treaty annuity payments, hunting and fishing allowances, and triennial clothing as provided for in the eleven numbered and two Robinson treaties.

Topics: Provision of annual treaty annuity payments, hunting and fishing allowances, and triennial clothing.

Program Record Number: INA LTS 999

Treaty Policy Directorate

Description: The Directorate serves as a centre of expertise for the understanding of historic treaties with Indians and works to affirm the importance of the treaty relationship and to build and develop bridges between the historic treaties and modern relationships. The Directorate conducts research, discusses treaty issues with First Nations to achieve common understanding, provides

information and advice to federal departments, promotes public understanding of historic treaty issues, and develops policy.

Topics: Exploratory treaty discussions, Office of the Treaty Commissioner in Saskatchewan, treaty issues and claims, historic treaty-related litigation and legal issues, and individual treaty files.

Program Record Number: INA PSD 855

Trust Moneys and Estates

Description: Records are kept on monies held in the Consolidated Revenue Fund on behalf of Indian bands and certain individuals.

Topics: Trust accounting information, per capita distributions, and monies of minors, mental incompetents, adoptees, deceased Indians and missing persons.

Program Record Number: INA LTS 300

Women's Issues

Description: Records related to the Women's Issues and Gender Equality Directorate, which provides a focal point on First Nation women's issues within the Department and acts as an advocate across the government.

Topics: First Nation women's rights, socio-economic issues, national conferences, women's organizations, funding agreements, committees, meetings, policy advice, correspondence, briefing notes, studies, reports, communications, public education and commemorative activities.

Program Record Number: INA PSD 955

Northern Affairs Organization

Advisory Committee on Northern Development

Description: Support of the Advisory Committee on Northern Development.

Note: Formerly Program Record Number INA NAP 156.

Topics: Sub-committees on communications, science and technology, transportation, finance, employment of Native Northerners, northern training programs, agendas, and minutes.

Program Record Number: INA NAO 156

Circumpolar

Description: Provides consultative co-ordination and secretariat functions related to circumpolar issues. Promotion and co-ordination of multilateral circumpolar co-operation by hosting the secretariat to Canada's Arctic Council Senior Arctic Official (SAO), providing policy advice with respect to the Arctic Council and other matters related to circumpolar issues. Engage in bilateral co-operation with the Arctic states, including Norway,

Finland, Denmark/Greenland, the United States, as well as the European Union and Russia.

Note: Formerly Program Record Number INA NAP 396.

Topics: Circumpolar co-operation, Arctic Council, Canada-Russia Arctic co-operation and sustainable development.

Program Record Number: INA NAO 396

Devolution and Major Programs

Description: Records pertaining to the devolution of health services in the territories.

Note: Formerly Program Record Number INA NAP 203.

Topics: Devolution of health services in the territories.

Program Record Number: INA NAO 203

Employment Northern

Description: The information includes workforce information on northern projects, employers and the socio-economic aspects of northern development.

Note: Formerly Program Record Number INA NAP 276.

Topics: Employment and recruiting, counselling, unions, studies, surveys, reports, statistics, and memoranda of understanding.

Program Record Number: INA NAO 276

Environmental Studies Revolving Fund (ESRF) Studies

Description: Records related to ESRF studies.

Note: Formerly Program Record Number INA NAP 241.

Topics: Physical environmental effects of oil and gas activities, the interaction of such activities with living organisms on the land, in the sea and in the air, the research and development necessary to bring mitigating technologies into effect, the development of long-term biological monitoring, the socio-economic effects of oil and gas activities in terms of employment, training, waves, sea, bottom ice, scour, oil spill research and countermeasures, social issues north, social issues south, effect monitoring, icebergs, and bottom sediment transport.

Program Record Number: INA NAO 241

Exploration and Geological Services

Description: Production and dissemination of geological information for the Northwest Territories and Nunavut.

Note: Formerly Program Record Number INA NAP 296.

Topics: Published maps and reports and open-file maps and reports, including those submitted for representation work requirements; also, specialized libraries for air photos and drill cores.

Access: Filed by locality, name and owner of mineral property, publication title, author and publisher.

Program Record Number: INA NAO 296

Federal-Territorial Agreements and Arrangements

Description: Agreements and arrangements with the Yukon, Nunavut and Northwest Territories.

Note: Formerly Program Record Number INA NAP 166.

Topics: Agreements and arrangements with the Yukon, Nunavut and Northwest Territories.

Program Record Number: INA NAO 166

Hospital and Physician Services Northwest Territories and Nunavut

Description: Administers financial grant agreements to reimburse the Government of the Northwest Territories and the Nunavut Government for a portion of the territorial governments' costs in providing hospital services and physician services to Status Indians and Inuit residing in the respective territory.

Note: Formerly Program Record Number INA NAP 180

Topics: Grant Agreement, Hospital and Physician Services

Program Record Number: INA NAO 180

International Affairs and Relations

Description: International affairs and relations with foreign countries.

Note: Formerly Program Record Number INA NAP 191.

Topics: Arctic and Antarctic science co-operation, human rights, marine science, economic development, and environmental co-operation.

Program Record Number: INA NAO 191

Land Use Planning in the North

Description: Land use plans will be developed in the coming years pursuant to a number of northern land claim agreements.

Note: Formerly Program Record Number INA NAP 261.

Topics: Structure and organization, northern land use planning publication, planning appraisals, plan implementation, government/Aboriginal/industry liaison, agreements, commissions, and planning areas.

Program Record Number: INA NAO 261

Major Non-Renewable Resource Development Projects

Description: Files on the co-ordination of government activities related to the assessment and, as appropriate, the implementation of major industrial projects to develop northern non-renewable resources.

Note: Formerly Program Record Number INA NAP 311.

Topics: Oil and gas, mining and other individual development projects.

Program Record Number: INA NAO 311

Northern Air Stage Program (Food Mail Program)

Description: Administration of the funding provided to Canada Post Corporation to subsidize the shipment of perishable food and other essential items to isolated northern communities.

Note: Formerly Program Record Number INA NAP 397.

Topics: Agreement between INAC and Canada Post Corporation, public consultations, food price surveys, northern food baskets, nutrition surveys, food security, air stage volumes, revenues and costs, and socio-economic conditions in isolated communities.

Program Record Number: INA NAO 397

Northern Economic Development

Description: Records outline the planning and development of programs to encourage economic development in the North.

Note: Formerly Program Record Number INA NAP 266.

Topics: Agriculture, northern businesses and co-operatives, employment and labour, fishing, forestry, industrial development funds, loans, recreation and tourism, taxation and royalties, energy regulation, distribution and consumption, population growth and structure, northern Aboriginal employment and relocation, and the social aspects of employment.

Program Record Number: INA NAO 266

Northern Lands

Description: The protection, conservation, management and administration of territorial lands under the control of the Department are described.

Note: Claims arranged individually; Arctic land use projects arranged by project name. Formerly Program Record Number INA NAP 246.

Topics: Territorial lands, legislation, land use operations, Arctic land use, planning, inventory, surveys, mapping, reservations, roads, highways, airports, airstrips, recreation, parks, game

preserves, sanctuaries, International Biological Program ecological sites, transfers, claims, Indian reserves, pipelines, railways, electric power development, transmission lines, communication facilities, sub-surface rights, studies, assessments, granular materials, waste collection, agriculture, town sites, settlements, group/guard (land identifiers), trespass, northern land use planning, ports, and harbours.

Program Record Number: INA NAO 246

Northern Mineral Policy

Description: Information on the development of policies to encourage exploration and orderly development of resources in northern Canada.

Note: Formerly Program Record Number INA NAP 281.

Topics: Northern Mineral Policy, Aboriginal issues, regulatory review, fiscal regime, mineral tax incentives, mineral potential, project assessment and project monitoring, and further processing and smelter feasibility studies and reclamation policies.

Program Record Number: INA NAO 281

Northern Mining

Description: The filing and recording of mineral rights in the Northwest Territories and Nunavut.

Note: Formerly Program Record Number INA NAP 286.

Topics: Claims, coal, companies, exploration, exports, geology, inspections, maps and charts, prospecting and prospectors, prospecting permits, quartz mining, recorders and agents, regulations, research, studies and surveys, reports and statistics, mining leases, coal exploratory licences, mining royalties, and technical exploratory work reports (published up-to-date claim reference maps are available to the public at nominal cost).

Program Record Number: INA NAO 286

Northern Policy Development

Description: These records contain policy analysis and development.

Note: Formerly Program Record Number INA NAP 146.

Topics: General range of policy issues related to federal responsibility in the North.

Program Record Number: INA NAO 146

Northern Political Development

Description: Records pertaining to political and constitutional development in the territories.

Note: Formerly Program Record Number INA NAP 202.

Topics: Political and constitutional development.

Program Record Number: INA NAO 202

Northern Regulatory Review

Description: Reports, articles and correspondence about regulatory and approval processes north of the 60th parallel.

Note: Formerly Program Record Number INA NAP 321.

Topics: Regulatory and approval processes north of the 60th parallel.

Program Record Number: INA NAO 321

Northern Scientific Training Grants

Description: All applications made since 1963 by Canadian universities in the Northern Scientific Training Grants Program.

Note: Formerly Program Record Number INA NAP 211.

Topics: Training grants and northern research.

Program Record Number: INA NAO 211

Northern Water Resources

Description: Control, development and management of water resources in the Northwest Territories and Nunavut are included.

Note: Formerly Program Record Number INA NAP 251.

Topics: Hydro power, hydrometric network, meteorological and water quality networks, licences, regulations, studies and surveys.

Access: Licences arranged by location.

Program Record Number: INA NAO 251

Northwest Territories Constitutional Development

Description: Records related to the development of a new constitution in the Northwest Territories.

Note: Formerly Program Record Number INA NAP 501.

Topics: Constitutional Development Steering Committee, Constitutional Working Group, public consultations on new constitution, "Partners in a New Beginning", "Common Ground", Aboriginal Summit, Northwest Territories' Political Accord and federal funding support.

Program Record Number: INA NAO 501

Northwest Territories Devolution

Description: Records related to devolution negotiations to transfer administration and control of public lands and resources and law-making powers in the Northwest Territories.

Note: Formerly Program Record Number INA NAP 100.

Topics: Devolution negotiations.

Program Record Number: INA NAO 100

Nunavut Implementation

Description: Records related to the creation of the Nunavut Territory and government on April 1, 1999.

Note: Formerly Program Record Number INA NAP 140.

Topics: Human resources planning and development for Nunavut, training, Inuit employment plans, infrastructure development, cost estimates, reports, surveys and studies of Nunavut implementation, legislation, heraldry, information technology, celebrations, federal co-ordination, Interim Commissioner's role and responsibilities, minutes of meetings, statute revisions, Nunavut Implementation Commission, Partnering Arrangement with Nunavut Tunngavik Incorporated, Commissioner of Nunavut, INAC Nunavut Regional Office staffing and infrastructure, and resource management shared service agreements.

Program Record Number: INA NAO 140

Oil and Gas Lands

Description: Information on the control, development and management of oil and gas lands in the North.

Note: Formerly Program Record Number INA NAP 306.

Topics: Norman Wells Proven Area Agreement, various oil and gas companies, standard data on expenditures and revenues, oil and gas policy in the North, project files, benefits plans and annual benefits report, registry of petroleum exploration production and related rights, prospectus of northern petroleum geology, Northern Oil and Gas Bulletins, and annual reports.

Program Record Number: INA NAO 306

Pipelines

Description: The co-ordination of federal departments to ensure that the Government of Canada is prepared to respond to pipeline proposals in the Northwest Territories and/or Yukon.

Note: Formerly Program Record Number INA NAP 201.

Topics: Pipeline proposals, Polar Gas Project, Arctic Pilot Project, Norman Wells Project, Esso Beaufort Oil Pipeline and Mackenzie Gas Project.

Program Record Number: INA NAO 201

Roads – North of 60

Description: Outlining and management of a new roads policy in the two territories, taking into account economic, environmental and social impacts.

Note: Formerly Program Record Number INA NAP 301.

Topics: Environmental studies, socio-economic considerations, incentive programs, finance, planning, design and construction, alternative modes of transportation, and the transfer of inter- and intra-territorial roads responsibilities to the two territorial governments in the 1980s and early 1990s.

Access: Arranged by road or highway title and subdivided according to construction sub-activity or consideration.

Program Record Number: INA NAO 301

Territorial Government Administration

Description: Plans and policies for the development of the Northwest Territories and Nunavut governments.

Note: Formerly Program Record Number INA NAP 161.

Topics: Councils of the Northwest Territories and Nunavut – debates, elections, members, rules, territorial ordinances, legislative programs, devolution, and division of Northwest Territories, Nunavut and constitutional development.

Access: Public ordinances arranged by individual ordinance.

Program Record Number: INA NAO 161

Yukon Northern Affairs Program Devolution

Description: Files pertaining to the devolution to the Yukon Government of administration and control of most public land and minerals and rights in respect of waters.

Note: Formerly Program Record Number INA NAP 110.

Topics: Yukon Northern Affairs Program. Devolution Transfer Agreement.

Program Record Number: INA NAO 110

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Administration and Management Services

Automated Document, Records, Information Management Systems

Business Continuity Plans (BCP)

Finance

Hospitality

Human Resources

Information Technology Services

Internal Disclosure of Wrongdoing in the Workplace

Physical Security

Proactive Disclosure

Relocation

Training and Development

Travel

Particular Personal Information Banks

Administration Program

Consulting, Professional and Other Services Inventory

Description: This bank is an inactive electronic list of firms and individuals from whom consulting, professional and other services may be obtained. The inventory contains the names of firms or individuals, as well as their field of expertise and type of service.

Note: Corporate Services Sector no longer exists. Now Chief Financial Officer Sector. Now related to Program Record Number INA CFO 366.

Class of Individuals: Firms and individual consultants.

Purpose: The inventory has sometimes been consulted by procurement officials on behalf of departmental managers when a need has arisen for consulting, professional or other services from the private sector.

Consistent Uses: There are no consistent uses.

Retention and Disposal Standards: Records are retained for two years and are then transferred to Library and Archives Canada for selective retention.

RDA Number: 99/003

Related PR#: INA CSS 366

TBS Registration: 002538

Bank Number: INA PPU 181

Non-Registered On-Reserve Population

Description: This bank contains personal information on non-registered individuals ordinarily residing on Indian reserves, designated lands and surrendered lands. The personal information includes names, dates of birth and gender.

Note: Data are no longer collected as of November 26, 2004. The Corporate Services Sector no longer exists. Now Chief Financial Officer Sector. Now related to Program Record Number INA CFO 204.

Class of Individuals: Non-registered individuals who normally reside on Indian reserves, designated lands and surrendered lands.

Purpose: The purpose of the information in this bank is to identify individuals residing on Indian reserves, designated lands and surrendered lands.

Consistent Uses: This bank is used for statistical purposes within the Department and for projecting population growth.

Retention and Disposal Standards: Records are retained for 10 years and are then transferred to Library and Archives Canada.

RDA Number: 76/009

Related PR#: INA CSS 204

TBS Registration: 005327

Bank Number: INA PPU 015

Public Enquiries Contact Centre Call-Tracking System

Description: This database contains records of requests from clients wishing to obtain departmental publications and information about Indian and Northern Affairs Canada's programs and services, and related responses. Personal information collected may include the individual's full name, name of organization represented, work and/or personal mailing address, work and/or personal telephone, fax number and e-mail address, gender and language. The database also includes information about the Public Enquiries Assistants who enter data into the system, such as their full names and system user IDs.

Note: Corporate Services Sector no longer exists. Now Chief Financial Officer Sector. Now related to Program Record Number INA CFO 250.

Class of Individuals: Individuals who contact Indian and Northern Affairs Canada to obtain information on programs and services and to request departmental publications. Also includes Public Enquiries Assistant and departmental program contacts.

Purpose: The system is used to track enquiries and process product order requests (publications). The system also serves as a knowledge base that provides access to program information used by staff to respond to enquiries.

Consistent Uses: The system produces statistical reports showing aggregate data in which no individual identifiers (ie, personal information) appear. The database may also be used to compile statistics related to the performance of the Public Enquiries Assistant staff (number of calls handled, etc.). Information may be shared with internal security or law enforcement agencies, such as the RCMP (PIB number CMP PPU 005), if threatening

calls are received so that appropriate action may be taken, if required.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: INA CSS 250

TBS Registration: 006445

Bank Number: INA PPU 250

Survey Data for Program Evaluations

Description: This bank contains socio-demographic characteristics, attitudes and opinions of the Department's clientele as well as data on how the clientele have used and plan to use departmental and other related federal programs.

Note: Corporate Services Sector no longer exists. Now Chief Financial Officer Sector. Now related to Program Record Number INA CFO 372.

Class of Individuals: Relates to the Indian and Inuit population of Canada and to other Native and northern population segments.

Purpose: This information will serve to evaluate departmental programs and northern population segments.

Consistent Uses: The survey data could be used by the programs concerned to analyse the program's conception and expectations with respect to requests for service and to undertake statistical work having a direct link with the activities of the Department.

Retention and Disposal Standards: Records are retained for five years and are then transferred to Library and Archives Canada.

RDA Number: 76/009

Related PR#: INA CSS 372

TBS Registration: 002666

Bank Number: INA PPU 205

Transfer Payments

Description: Financial information related to funding agreements and the processing of payments for grants to individuals.

Note: Corporate Services Sector no longer exists. Now Chief Financial Officer Sector. Now related to Program Record Number INA CFO 040.

Class of Individuals: Aboriginal people.

Purpose: Processing of payments for grants to individuals.

Consistent Uses: The information is used solely for the purpose of processing payments for grants to individuals.

Retention and Disposal Standards: Records are retained for 30 years and are then transferred to Library and Archives Canada.

RDA Number: 76/009

Related PR#: INA CSS 040

TBS Registration: 005291

Bank Number: INA PPU 300

Deputy Minister's Office

Indian (First Nations) Artists Files

Description: This bank consists of files in the Indian Art Centre related to artists' biographies and information on exhibitions, the artists and their work.

Note: Now related to Program Record Number INA OCS 171.

Class of Individuals: Indian (First Nation) artists and artisans.

Purpose: The purpose of this bank is to provide information on Indian (First Nation) artists and artisans in order to promote and support First Nation artists and to enhance their economic and social well-being, in particular through the Department's Indian art collection.

Consistent Uses: The information is available to departmental and government staff as well as the general public at the Documentation Library at the Indian Art Centre. In addition, the Indian Art Centre has visual documentation (slides, photos, digital images and videos) of the art of First Nation artists and artisans.

Retention and Disposal Standards: Records are kept for 30 years and are then transferred to Library and Archives Canada.

RDA Number: 76/009 and 88/003

Related PR#: INA CSS 171

TBS Registration: 002540

Bank Number: INA PPU 200

Inuit Artists Files

Description: This bank contains information and files on artists' biographies and information on exhibitions, the artists and their work.

Note: Now related to Program Record Number INA OCS 171.

Class of Individuals: Inuit artists and artisans.

Purpose: The purpose of this bank is to provide information on Inuit artists and artisans in order to promote and support Inuit artists and to enhance their economic and social well-being, in particular through the Department's Inuit Art Collection.

Consistent Uses: The information is available to departmental and government staff as well as the general public at the Documentation Library at the Inuit Art Centre. In addition, the Inuit Art Centre has visual documentation (slides, photos, digital images and videos) of the art of Inuit artists and artisans.

Retention and Disposal Standards: Records are kept for 30 years and are then transferred to Library and Archives Canada.

RDA Number: 76/009 and 88/003

Related PR#: INA CSS 171

TBS Registration: 002531

Bank Number: INA PPU 146

Records of Allegation and Complaint System (RACS)

Description: This bank contains details of allegations and complaints received by the Department from individuals across Canada. This database provides the date the information came to the Department, personal information on the individual from whom the information was received, details on action taken, etc.

Note: Now related to Program Record Number INA OCS 151.

Class of Individuals: It may contain general information about First Nations as well as personal information about specific First Nation individuals against whom the allegation or complaint may have been directed.

Purpose: The information is used to report to Parliament on the progress being made by the Department in managing allegations and complaints that are forwarded to Indian and Northern Affairs Canada. Additionally, the information is used for statistical analysis and the identification of any emerging trends in order that corrective action might be taken, where warranted.

Consistent Uses: The bank will be used to provide annual statistics to be published in the INAC Departmental Performance Report.

Retention and Disposal Standards: Records are retained for five years after the file is closed.

RDA Number: 76/009

Related PR#: INA CSS 151

TBS Registration: 004454

Bank Number: INA PPU 151

Security Services Information System

Description: This bank contains information on security clearances, reliability checks, keys, locks, identification cards and building passes.

Note: Now related to Program Record Number INA DMO 101.

Class of Individuals: Employees of the Department and contractors employed by the Department.

Purpose: The purpose of this bank is to record security data/information (eg, security clearances, identification cards, keys, combinations, building passes) on employees and contractors employed

by the Department in order to provide and maintain related security services for the Department.

Consistent Uses: The information is available to departmental security officers and for limited use by departmental records office and human resources officials (eg., read-only access).

Retention and Disposal Standards: Records are destroyed two years after the expiry of the security clearance or reliability check.

RDA Number: 98/001

Related PR#: INA CSS 101

TBS Registration: 004455

Bank Number: INA PPU 196

Information Disclosed to Federal Investigative Bodies

Description: This bank contains copies of access requests for disclosure to federal investigative bodies forwarded by investigative bodies as listed in Schedule II of the Privacy Act to INAC under section 8(2)(e) of the same act. This bank also contains the replies to such requests and gives particulars related to their processing.

Class of Individuals: Persons being investigated by federal law investigative bodies.

Purpose: The purpose of this bank is to verify that the conditions of disclosure to federal law enforcement bodies are met under section 8(2)(e) of the Privacy Act and to account to the Privacy Commissioner as required by the Privacy Act.

Consistent Uses: No consistent uses.

Retention and Disposal Standards: Records are retained for a minimum of two years after the last administrative action and are then destroyed.

RDA Number: 98/001

Related PR#: INA OCS 100

TBS Registration: 001739

Bank Number: INA PPU 195

Update Newsletter Reply Cards

Description: This bank contains information about 'Update' reply cards, including individuals' names, work and/or personal mailing addresses and personal opinions or comments. Update is a quarterly newsletter published by Indian and Northern Affairs Canada that provides information about federal programs and services to Aboriginal people in Canada.

Note: Newsletter is generally distributed by postal code. On request, individuals may have their name and address placed on the mailing list. Now related to Program Record Number INA DMO 381.

Class of Individuals: Members of the public, specifically First Nations, Inuit and Metis who have responded to the Update Newsletter reply cards and/or subscribed to Update.

Purpose: The reply cards are used by readers to communicate with the Update editor and to provide their feedback and story ideas for publication. This information allows the editor to evaluate the publication and build a subscription list.

Consistent Uses: Address information is used to generate mailing labels.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: INA PSD 381

TBS Registration: 006443

Bank Number: INA PPU 245

Indian and Inuit Affairs Program

Applicant Inventory for Boards and Committees

Description: This inventory contains resumés and applications.

Note: Inventory is held at Headquarters.

Class of Individuals: Persons applying for or being appointed to positions on boards, committees and councils established pursuant to comprehensive land claim agreements.

Purpose: To maintain a record of applications from individuals seeking to be board members.

Consistent Uses: This information may be used by the Department to select candidates for similar boards, committees or councils.

Retention and Disposal Standards: Records are retained for 30 years and are then destroyed.

RDA Number: 76/009

Related PR#: INA CIG 016

TBS Registration: 003431

Bank Number: INA PPU 010

Assisted Living

Description: The bank contains information on numbers of eligible on-reserve Indian children and adults receiving institutional, foster and in-home services and for whom the Department accepts financial responsibility.

Note: Formerly Adults Care.

Class of Individuals: This information is related to Indian children and adults on reserve eligible for Assisted Living Services.

Purpose: To record information on the numbers of persons receiving care and support either at home or in an institution and to assist in planning, allocating budgets, and monitoring services provided to registered Indian children and adults.

Consistent Uses: Statistical purposes within the Department for measuring performance indicators and updating ongoing policy papers. It is also used for the verification of information with other organizations, including data matching.

Retention and Disposal Standards: Records are retained for five years after each case is closed and are then transferred to Library and Archives Canada.

RDA Number: 76/009

Related PR#: INA SEP 031

TBS Registration: 002715

Bank Number: INA PPU 215

Band Trust Funds and Trust Fund Suspense Accounts

Description: This bank contains financial information on Indian moneys held in the Consolidated Revenue Fund to the credit of Indian bands in Band Funds accounts, and in Trust Fund Suspense accounts, pending credit to a specific account(s), payment to individual Indian(s), and/or return to the payers.

Class of Individuals: Indian bands.

Purpose: This bank is maintained in the Trust Fund Management System, within which financial transactions of Band Trust Funds Accounts and Trust Funds Suspense accounts are recorded. This bank is used for the accounting, monitoring and reporting of Indian moneys administered by INAC pursuant to the Indian Act and related Acts and Regulations.

Consistent Uses: No consistent uses.

Retention and Disposal Standards: Records are retained for 30 years from date of issuance and then transferred to Library and Archives Canada.

RDA Number: 96/006

Related PR#: INA LTS 300

TBS Registration: 002525

Bank Number: INA PPU 120

Child and Family Services

Description: The bank contains financial data related to services provided to Indian children for whom the Department accepts financial responsibility.

Class of Individuals: This information concerns Indian children resident on reserves who are receiving institutional, group home and foster care services.

Purpose: The purpose of this bank is to record information on Child and Family Services and other social services agencies to assist in planning, allocating budgets and monitoring services provided to registered Indian children by provincial/territorial governments or accredited agencies.

Consistent Uses: The bank is used for statistical purposes within the Department and for measuring performance indicators and updating ongoing policy papers. It is also used for the verification of

information with other organizations, including data matching.

Retention and Disposal Standards: Records are retained for five years after each case is closed and are then transferred to Library and Archives Canada.

RDA Number: 76/009

Related PR#: INA SEP 031

TBS Registration: 002714

Bank Number: INA PPU 210

Elementary/Secondary Data (Nominal Roll)

Description: This bank contains demographic, general and personal information on students.

Class of Individuals: Elementary and secondary students resident on reserves and attending First Nation, provincial, private or federal schools.

Purpose: The purpose of the Nominal Roll system is to provide educational statistics of a non-financial nature. Information is used for obtaining funding for elementary and secondary education and educational programs for First Nations, as justification for the expenditure of capital funds, and to derive indicators of program achievement.

Consistent Uses: The information is used as a source for education statistics.

Retention and Disposal Standards: Records are retained for 30 years and are then transferred to Library and Archives Canada.

RDA Number: 76/009

Related PR#: INA SEP 041

TBS Registration: 005324

Bank Number: INA PPU 045

Canada Farm Credit Corporation – Guaranteed Loans

Description: This bank contains personal and financial information on Indians eligible for Farm Credit Corporation (FCC) loans guaranteed by INAC. Effective November 14, 1989, the Department terminated the 1969 Agreement with the FCC.

Note: Now related to Program Record Number INA AED 081.

Class of Individuals: Indians, as defined in the Indian Act, engaged in on-reserve agricultural activities.

Purpose: The information is used for the control and evaluation of loan activity with respect to FCC loans guaranteed by the Department.

Consistent Uses: Verification of information with other organizations, including data matching.

Retention and Disposal Standards: Records are retained for six years after the last administrative action on a loan, and all Headquarters-defaulted

FCC loan files are transferred to Library and Archives Canada.

RDA Number: 76/009

Related PR#: INA SEP 081

TBS Registration: 002520

Bank Number: INA PPU 085

Income Assistance

Description: This bank contains personal and financial information on eligible recipients and/or dependants of income assistance benefits.

Class of Individuals: This personal information concerns beneficiaries ordinarily resident on reserves who are receiving income assistance benefits as well as certain categories of non-status recipients on reserves and off reserves.

Purpose: The bank is used to record operational and accounting information pertaining to income assistance and services. The bank is used to regulate, monitor and evaluate the program, to assist in budgeting, and to provide input information to other departmental programs.

Consistent Uses: This bank is used for statistical purposes within the Department and for measuring performance indicators and updating ongoing policy papers. It is also used for the verification of information with other organizations, including data matching.

Retention and Disposal Standards: Records are retained for five years after each case is closed and are then transferred to Library and Archives Canada for selective retention.

RDA Number: 76/009

Related PR#: INA SEP 046

TBS Registration: 002713

Bank Number: INA PPU 240

Indian and Inuit Off-Reserve Housing Assistance Program

Description: This bank contains personal and financial information on registered Indians who received loans from the Department. This program was discontinued in 1985.

Class of Individuals: Indians and Inuit participating in the Off-Reserve Housing Assistance Program.

Purpose: The purpose of this bank is to establish a record of Indian and Inuit off-reserve housing and to administer loans within the terms and conditions of the program.

Consistent Uses: No consistent uses.

Retention and Disposal Standards: Records are retained for 30 years after each case is closed and are then transferred to Library and Archives Canada.

RDA Number: 76/009

Related PR#: INA SEP 404

TBS Registration: 002508

Bank Number: INA PPU 005

Indian Community Human Resource Strategy (ICHRS)

Description: This bank contains personal and financial information on Indians and Inuit who undertook training under components of the ICHRS Program. Information is collected at the regional level only.

Note: Data are no longer collected as of April 2005. Now related to Program Record Number INA AED 081.

Class of Individuals: Indians and Inuit who qualify for financial assistance under the ICHRS Program.

Purpose: Information is used for the control and evaluation of fund transactions under the Program. Records are restricted to Native people and are used to monitor individuals' progress and for evaluation purposes.

Consistent Uses: No consistent uses.

Retention and Disposal Standards: Records are retained for six fiscal years after the date that each case file is closed and are transferred to Library and Archives Canada.

RDA Number: 76/009

Related PR#: INA SEP 081

TBS Registration: 002719

Bank Number: INA PPU 235

Indian Economic Development Fund (Direct and Guaranteed Loans)

Description: This bank contains personal and financial information on Indians, as defined in the Indian Act, or on other persons who qualify for financial assistance under the Indian Economic Development Fund. As of April 1, 1990, direct loans to incorporated businesses are no longer made by INAC. Guarantees are made to individual Indian proprietors.

Class of Individuals: Indians, as defined in the Indian Act, or other persons who qualify for financial assistance under the Indian Economic Development Fund.

Purpose: The information is used for the control and evaluation of transactions under the Indian Economic Development Fund.

Consistent Uses: Verification of information with other organizations, including data matching.

Retention and Disposal Standards: Records are retained for six fiscal years after the date when each case file is closed and are then destroyed.

RDA Number: 2000/001

Related PR#: INA SEP 066

TBS Registration: 002519

Bank Number: INA PPU 075

Indian Estates

Description: This bank contains personal information related to the estates of deceased Indians.

Class of Individuals: Deceased Indians who were ordinarily resident on reserves during their lifetime.

Purpose: The purpose of this bank is to establish official records of Indian estates. The bank is used in the administration and settlement of Indian estates.

Consistent Uses: Verification of information with other organizations, including data matching.

Retention and Disposal Standards: Records are retained for 30 years after files are closed and are then transferred to Library and Archives Canada.

RDA Number: 96/006

Related PR#: INA LTS 300

TBS Registration: 002523

Bank Number: INA PPU 105

Indian Genealogy

Description: This bank contains records of treaty and interest distribution payments made to Indians. Depending on the treaty, the earliest records available will range from 1850 to the early 1900s. As well, the bank contains census lists dating from the 1920s for a number of bands in British Columbia and elsewhere in Canada.

Class of Individuals: Personal information on all persons who are/were treaty Indians as well as some persons who are/were members of non-treaty bands.

Purpose: The treaty and interest distribution pay lists were compiled to record proof of payments to individuals. The census lists were compiled to record the members of the bands.

Consistent Uses: Support the compilation of genealogies, permit the production of lists of past band chiefs and councillors, assist federal and provincial governments and individuals in the establishment of ages for purposes such as the procurement of old age security payments, delayed birth registration and passports, support litigation and claims research, provide proof of Indian ancestry, and assist in the identification of heirs to deceased estates.

Retention and Disposal Standards: Records are retained indefinitely.

RDA Number: 96/006

Related PR#: INA LTS 121

TBS Registration: 002716

Bank Number: INA PPU 220

Indian Lands Registry

Description: This bank contains instruments and documents that grant or change interests in Indian reserves and designated and surrendered lands, including information about title or status of lands.

Class of Individuals: Individuals with interests in Indian reserves and designated and surrendered lands.

Purpose: The information provides a permanent record of all transactions affecting Indian lands, as required by sections 21 and 55 of the Indian Act.

Consistent Uses: No consistent uses.

Retention and Disposal Standards: Records are retained indefinitely by the Department.

RDA Number: 99/026

Related PR#: INA LTS 111

TBS Registration: 002521

Bank Number: INA PPU 090

Indian Register and Departmentally Administered Band Lists

Description: This bank contains the Indian Register and departmentally administered band lists, as well as paper and electronic files pertaining to applications for registration.

Class of Individuals: Registered Indians and Indian band members (for those bands that have departmentally administered band lists) and individuals who have applied for registration under the Indian Act.

Purpose: As required by the Indian Act, the purpose of the information in this bank is to maintain an official centralized record of all persons who are registered as Indians and as members of bands (for those bands with departmentally administered band lists). This information is used for the purposes of verifying the eligibility of individuals to rights accorded to Registered Indians under federal legislation (such as the right to a tax exemption on personal property situated on a reserve under the Indian Act and the right to enter and remain in Canada under the Immigration and Refugee Protection Act) and to rights under treaties, and to verify entitlement to federal programs and services provided to Registered Indians (such as services to on-reserve residents by INAC, post-secondary education assistance provided to eligible candidates by INAC, and certain non-insured health benefits and services provided by Health Canada).

Consistent Uses: The information in this bank may be used in very limited circumstances by provincial governments for the purposes of administering or enforcing provincial laws, the applicability of which depends upon whether or

not individuals are registered as Indians. INAC has entered into Memoranda of Understanding with Alberta Revenue, Saskatchewan Finance, the Ontario Ministry of Natural Resources and the Métis Lands Settlement Registry of Alberta to provide those authorities with limited information about individuals who are registered as Indians. INAC has also entered into a Memorandum of Understanding with the Office of Indian Residential Schools Resolution of Canada, granting that Office access to personal information held by the Registrar to assist the Crown in responding to litigation related to Indian residential schools by verifying Indian status under the Indian Act. Retention and Disposal Standards: Records are retained indefinitely.

RDA Number: 96/006

Related PR#: INA LTS 121

TBS Registration: 005326

Bank Number: INA PPU 110

Individual Trust Fund Accounts

Description: This bank contains personal and financial information concerning accounts maintained for estates of deceased Indians, Indian minors, missing or absent heirs, mentally incompetent Indians and Indian children adopted by non-Indians, where moneys are held in the Consolidated Revenue Fund until the account holders have the capacity to manage them or until such time as estates are settled, with distribution to beneficiaries.

Class of Individuals: Eligible Indians.

Purpose: This bank is maintained in the Trust Funds Management System, within which personal and financial information specific to corresponding Individual Trust Fund accounts are recorded. This bank is used for the accounting and reporting of moneys belonging to estates of deceased Indians, Indian minors, missing or absent heirs, mentally incompetent Indians, and Indian children adopted by non-Indians and which are administered by INAC pursuant to the Indian Act and related Acts and Regulations.

Consistent Uses: No consistent uses.

Retention and Disposal Standards: Records are retained for 30 years from date of issuance and are then transferred to Library and Archives Canada for an indefinite retention period.

RDA Number: 96/006

Related PR#: INA LTS 300

TBS Registration: 002526

Bank Number: INA PPU 125

Inuit Cultural Grants Program

Description: This bank contains information on Inuit individuals and organizations applying for cultural grants. The information recorded is limited to project descriptions. Records in the bank concern Inuit exclusively.

Class of Individuals: Inuit individuals and organizations applying for cultural grants Purpose: The purpose of this bank is to record information related to grants for the promotion of Inuit culture.

Consistent Uses: No consistent use.

Retention and Disposal Standards: Records are retained for 10 years after the completion of the cultural project and are then transferred to Library and Archives Canada.

RDA Number: 78/032

Related PR#: INA SEP 507

TBS Registration: 002530

Bank Number: INA PPU 145

Legal Assistance Related to Indian Residential Schools and Day Schools Litigation

Description: This bank contains information about individuals who have sought and are seeking legal assistance from Indian and Northern Affairs Canada in the context of Indian residential schools and day schools. It includes information such as the individual's full name, date of birth, home or work mailing address and telephone number as provided, e-mail address, fax number, and hourly rates.

Class of Individuals: Applicants who allege status as a current or former INAC employee involved in a non-plaintiff capacity in a legal proceeding associated with an Indian residential school or a day school, legal counsel and other individuals (eg, son or daughter), who are representing or acting on behalf of, applicants.

Purpose: The purpose of this information is to determine applicant eligibility for legal assistance, provide funding recommendations to INAC's senior management and monitor continued eligibility. The information is used to provide statistical reports to senior management, make resource forecasts, and assist in research on and evaluation of the program.

Consistent Uses: Consistent with the notice given to potential applicants in the Request for Legal Assistance form, applicant information may be shared with the Office of Indian Residential Schools Resolution Canada. In addition, certain information from the paper records is entered into a database specific to legal assistance. The system provides an automated tracking system of those having applied for legal assistance. The database helps to manage case loads, highlight backlogs and situations demanding intervention.

Retention and Disposal Standards: Information contained in the database is retained permanently. The retention and disposal standards for the paper records are still being developed, although a standard of thirty years from file closure is anticipated.

RDA Number: 76/009

Related PR#: INA PSD 393

TBS Registration: 006442

Bank Number: INA PPU 135

Netlands

Description: Netlands is a Web-enabled application that can be used in the management of land transactions on reserve lands.

Class of Individuals: Indians and bands that wish to lease or permit use of their land and individuals or companies who lease or use the land.

Purpose: The information is used for real property management as required to fulfill the Department's responsibilities under the Indian Act.

Consistent Uses: As a tracking system, Netlands can help the user to schedule activities and track revenues, documents, correspondence and significant events. It allows the user to prepare status reports relevant to all aspects of land management. It also allows the user to monitor compliance with the terms and conditions set out in land instruments such as leases and permits, as well as environmental requirements, breaches and disputes related to land management.

Retention and Disposal Standards: Records are retained for five years after the lease expires and are then transferred to Library and Archives Canada.

RDA Number: 99/026

Related PR#: INA LTS 111

TBS Registration: 002522

Bank Number: INA PPU 096

On-Reserve Housing Program

Description: This bank contains personal information on subsidies and loan details for which a Ministerial Guarantee has been provided. Recipients are as defined in Order in Council P.C. 1999–2000, dated November 4, 1999.

Class of Individuals: Persons registered under the Indian Act

Purpose: The purpose of this bank is to establish records of loans for housing from the Canada Mortgage and Housing Corporation (CMHC), a lender approved pursuant to the National Housing Act (NHA), made to applicants living on land as defined in the terms and conditions approved by the Order in Council P.C. 1999–2000, dated November 4, 1999. Loans are then monitored and

administered under the terms of the Ministerial Guarantee.

Consistent Uses: Verification of information with other organizations, including data matching.

Retention and Disposal Standards: Records are retained for 30 years after each case is closed and are then transferred to Library and Archives Canada.

RDA Number: 76/009 and 88/003

Related PR#: INA SEP 404

TBS Registration: 002509

Bank Number: INA PPU 011

Per Capita Distributions

Description: This bank contains personal and financial information concerning per capita distribution payments made to Indians in accordance with relevant sections of the Indian Act and Regulations, as well as departmental policies and directives that are related to Indian monies.

Class of Individuals: Personal information relates to each individual registered band member within the limits of legislation.

Purpose: This bank is a record of payment made, or in arrears, to eligible Indians within the limits of legislation.

Consistent Uses: No consistent uses.

Retention and Disposal Standards: Records are retained for 30 years and are then transferred to Library and Archives Canada.

RDA Number: 96/006

Related PR#: INA LTS 300

TBS Registration: 002718

Bank Number: INA PPU 230

Post-Secondary Education Data

Description: This bank contains personal information on students related to academic programs of study.

Class of Individuals: Registered Indian and Inuit students attending post-secondary institutions and whose studies are funded directly or indirectly by the Department.

Purpose: This information is used for statistical reporting and program evaluation. It is also used to validate information against other departmental data sources.

Consistent Uses: No consistent uses.

Retention and Disposal Standards: Records are kept for 30 years and are then transferred to Library and Archives Canada.

RDA Number: 76/009

Related PR#: INA SEP 041

TBS Registration: 005325

Bank Number: INA PPU 050

Treaty Payment System

Description: This bank contains information concerning annual treaty payments owed to treaty individuals by the Department in accordance with the treaties concluded between Canada and various Indian bands as recorded in the Treaty Payment System.

Class of Individuals: Persons registered under the Indian Act with First Nations that signed treaties.

Purpose: This bank keeps a record of eligible recipients, their registration number, monies owed (current and arrears) and payments made.

Consistent Uses: No consistent uses.

Retention and Disposal Standards: These records are kept for 30 years and are then transferred to Library and Archives Canada.

RDA Number: 76/009 and 96/006

Related PR#: INA LTS 999

TBS Registration: 004259

Bank Number: INA PPU 009

Northern Affairs Organization

Inuit Loan Fund

Description: This bank contains personal and financial information about individual applicants. Records in the bank concern Inuit exclusively.

Note: Now related to Program Record Number INA NAO 266.

Class of Individuals: This personal information concerns Inuit individuals, groups, companies and corporations (including co-operatives) applying for loans from the Inuit Loan Fund.

Purpose: The purpose of this bank is to record applications for loans from the Inuit Loan Fund.

Consistent Uses: Verification of information with other organizations, including data matching.

Retention and Disposal Standards: Records are retained for six fiscal years after repayment of the loan and are then transferred to Library and Archives Canada.

RDA Number: 78/032

Related PR#: INA NAP 266

TBS Registration: 002528

Bank Number: INA PPU 136

Northern Science Award

Description: The Northern Science Award is presented annually to either an individual or a group of indigenous people who have made a significant contribution to meritorious knowledge and understanding of the Canadian north over a number of years. In order to select the Award winner, nominations are made annually in writing. These nominations will contain the CV of the

person being nominated; this often will contain personal information such as age, gender, marital status, address and telephone number. Letters in support of the nomination may include further personal information about the nominee's academic or professional career, as well as information about the person who has prepared the nomination (name, address, telephone number and academic or professional credentials).

Note: Now related to Program Record Number INA NAO 156.

Class of Individuals: Individuals or groups of indigenous people who have been nominated for the Northern Science Award and individuals who have submitted nominations.

Purpose: The purpose of collecting personal information is to help the Award Selection Committee determine the best candidate for the Award, given that the Award is based on merit and contributions to knowledge.

Consistent Uses: The collected personal information is used solely to select the annual winner of the prize.

Retention and Disposal Standards: The records are retained for 10 years and are then transferred to Library and Archives Canada as historical records.

RDA Number: 78/032

Related PR#: INA NAP 156

TBS Registration: 006319

Bank Number: INA PPU 130

Nunavut Training

Description: This bank contains personal information on Inuit attending training programs. It includes their names, addresses, telephone numbers, age, gender, marital status, education, social insurance number and ethnic origin.

Note: Now related to Program Record Number INA NAO 140.

Class of Individuals: Inuit students attending training programs and whose studies are funded directly or indirectly by the Department.

Purpose: The information is issued to monitor and control the provision of training of Inuit for jobs in the Nunavut Government to April 2000.

Consistent Uses: No consistent uses.

Retention and Disposal Standards: Records are retained for five years from the end of training and are then transferred to Library and Archives Canada.

RDA Number: 78/032

Related PR#: INA NAP 140

TBS Registration: 003921

Bank Number: INA PPU 020

On-the-Job Training

Description: This bank contains information on the training period, the individual's monthly allowances and a monthly evaluation by the training agency.

Note: Now related to Program Record Number INA NAO 276.

Class of Individuals: Northern Aboriginal peoples.

Purpose: The purpose of this bank is to maintain training agreements between northern Aboriginal peoples and training agencies. Records in the bank are restricted to northern Native people and are used to monitor each individual's progress.

Consistent Uses: Verification of information with other organizations, including data matching.

Retention and Disposal Standards: Records are retained for five years and are then transferred to Library and Archives Canada.

RDA Number: 78/032

Related PR#: INA NAP 276

TBS Registration: 002536

Bank Number: INA PPU 170

Prospectors' Assistance

Description: This bank contains information about applicants that is supplied according to the Prospectors' Assistance Program Regulations.

Note: Now related to Program Record Number INA NAO 286.

Class of Individuals: Individuals applying for the Prospectors' Assistance Program.

Purpose: The purpose of this bank is to record and maintain applications for the Prospectors' Assistance Program.

Consistent Uses: The bank is also used to monitor the Prospectors' Assistance Program.

Retention and Disposal Standards: Records are retained for six years after each case is closed and are then transferred to Library and Archives Canada.

RDA Number: 2000/015

Related PR#: INA NAP 286

TBS Registration: 002533

Bank Number: INA PPU 155

Small Business Loan Fund

Description: This bank contains personal information on individuals applying for or receiving funds.

Note: Now related to Program Record Number INA NAO 266.

Class of Individuals: Individuals applying for or receiving funds.

Purpose: The purpose of this bank is to maintain records of small business loans in the Yukon Territory. It is also used to monitor the repayment of loans by individuals.

Consistent Uses: Verification of information with other organizations, including data matching.

Retention and Disposal Standards: Records are retained for 10 fiscal years after repayment of the loan and are then destroyed.

RDA Number: 78/032

Related PR#: INA NAP 266

TBS Registration: 002529

Bank Number: INA PPU 140

Territorial Lands and Land Use Records

Description: This bank contains Application for Federal Crown Land forms and supporting documentation; the forms are kept in the regional office.

Note: Now related to Program Record Number INA NAO 246.

Class of Individuals: Individuals who submit an Application for Federal Crown Land.

Purpose: The purpose of this bank is to maintain a record of transactions dealing with surface interests in federal Crown lands.

Consistent Uses: It is used to register and monitor the administration of the sale, leasing or other disposition of territorial lands and land use activities.

Retention and Disposal Standards: Records are retained indefinitely.

RDA Number: 2000/015

Related PR#: INA NAP 246

TBS Registration: 002532

Bank Number: INA PPU 150

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records and Information Management Systems

Business Continuity Planning

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrongdoing in the Work Place

Personnel Security Screening

Relocation

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Manuals

- Aboriginal Workforce Participation Initiative (AWPI) Employer Toolkit
- Aboriginal Workforce Participation Initiative (AWPI) Partnership Strategy Promotional Kit
- Actions for Change
- Administration Manual
- A Guide for Electoral Officers
- A Guide to Federal Government Procurement
- Approval and Management of Ministerial Loan Guarantees for Housing
- A Practical Guide to Implementing Aboriginal Employment Partnerships
- Assisted Living – National Manual
- Band Administration Regulations
- Band Advisory Services Program Policy
- Band Classification Manual
- Band Code Implementation Manual
- Band Governance By-Law Manual
- Band Governance Management Systems – By-law
- Band Governance Management Systems – Elections
- Band Support Funding Program Policy
- Canada at the 2004 Permanent Forum
- Capital Management Procedures Manual (Manitoba)
- Child and Family Services – National Manual
- Communications Products, Practices and Procedures Manual
- Contaminated Sites Management Directive
- Contaminated Sites Policy
- Contaminated Sites Procedural Guide
- Cultural Education Centres: National Program Guidelines

- Data Submission Regimes for Regions
- Delivery of Technical Services – Departmental Directive
- ESRF Guidelines for Applications for Payment
- ESRF Guidelines for Levies
- ESRF Guidelines for Study Proposals
- Economic Development Programs Operating Manual
- Election Appeal Investigation Manual
- Elementary Secondary: National Program Guidelines
- Eligibility for Aboriginal Procurement Set-Aside
- Environment Assessment Management Directive
- Environment Management Directive
- Environment Policy
- Environmental Assessment Procedural Guide
- Environmental Learning Regime
- Environmental Stewardship Strategy
- Estates Procedures Manual
- Estates Reporting System User Guide
- Family Violence – National Manual
- File Classification Manual
- First Nations and Inuit Summer Student Career Placement Program Guidelines
- First Nations and Inuit Youth Work Experience Program Guidelines
- First Nations Component of the Infrastructure Canada Program – Terms and Conditions
- First Nations National Reporting Guide
- First Nations Schools Co-operative Education Program Guidelines
- Gender-Based Analysis Policy
- Guide to Gender-Based Analysis
- Guidelines for Funding under the Resource Partnerships Program
- Headquarters Indian Registration System User Manual
- How Population Data Can Benefit Your First Nation
- How to Prepare a Specific Claim
- Human Resources Manual
- Income Assistance – National Manual
- Indian and Inuit Management Development Program Policy
- Indian Economic Development Fund-Direct Loan Operating Manual
- Indian Moneys Directive – 1A: Administration of Moneys Belonging to Indian Minors
- Indian Oil and Gas Canada Reporting Guidelines
- Indian Programs Manual
- Indian Registration Administrator Training Manual
- Information Management Strategic Vision
- Land Management Manual
- Lands Registry Guide
- Long-Term Capital Plan 2002–2003 to 2006–2007
- Managing Funding Arrangements, Volume 1.1 and 1.2, DIAND's Accountability Framework
- Manual for the Administration of Band Moneys
- Ministerial Correspondence, Briefings and Parliamentary Affairs Manual
- National Assessment of Water and Wastewater Systems in First Nations Communities (Summary Report)
- National Child Benefit Reinvestment – National Manual
- National Standards for Child Welfare
- National Standards for the Income Assistance Program
- Negotiation Preparedness Initiative

- New Paths for Education: National Program Guidelines
- Northern Scientific Training Program: Chairperson Manual
- Northern Scientific Training Program:

Student's Manual

- On-Reserve Housing Operating
- On Reserve Services Handbook
- Outstanding Business – A Native Claims Policy
- PSAB Annual Performance Reports
- PSAB Promotional Kit
- Parental and Community Engagement Strategy National Program Guidelines
- Partnerships at Work (Video)
- Policies on Indian Registration
- Post-Secondary Education: National Program Guidelines
- Preparation of Treasury Board Capital Submissions
- Professional and Institutional Development Program Policy Framework and Program Guidelines
- Program Directive – Chapter 5 (Social Development)
- Program Directive – Income Assistance On-Site Compliance Review Process
- Public Information Status Report
- Regional Indian Registration System User Manual
- Resolving Aboriginal Claims
- Selection and Review Guidelines for Federal Negotiators Appointed Pursuant to Exceptional Contracting Limits Authority
- Social Development Policy and Procedures Manual
- Special Education: National Program Guidelines
- Specific Claims Branch: Process Manual
- Teacher Recruitment and Retention: Professional Development National Program Guidelines

- Tendering Policy on Federally Funded Capital Projects for First Nations on Reserve
- Terms and Conditions for Contribution Agreements
- Terms and Conditions for Ministerial Loan Guarantees as defined in P.C. 1999–2000, November 4, 2000
- Terms and Conditions on Housing Regulations – P.C. 1981-810
- Terms and Conditions Respecting the Housing of Individual Indians on-Reserves – P.C. 1980-2753
- The Administration of Property Belonging to Mentally Incompetent Indians
- The Use of Spokespersons at Indian and Northern Affairs Canada: Policy and Practice
- Tribal Council Funding Program Policy
- Web-Based Guide to Doing Business with the Federal Government
- Year-end Reporting Handbook for First Nations, Tribal Councils and First Nations Political Organizations – November 2002

Additional Information

Please see the Introduction to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The Department encourages requesters to utilize the present lines of communication and to request personal information through informal channels. The intent is to make available as much information as possible through informal channels. Therefore, enquiries for personal information should be made directly, where possible, to the departmental office having control of the record(s) concerned. For further information, contact the departmental co-ordinator or regional offices.

Headquarters

Terrasses de la Chaudière, North Tower
10 Wellington Street
Gatineau, Quebec K1A 0H4

Telephone: 1-800-567-9604
Facsimile: 1-866-817-3977

TTY: 1-866-553-0554
E-Mail: infopubs@inac-ainc.gc.ca

Atlantic

40 Havelock Street
PO Box 160
Amherst, Nova Scotia B4H 3Z3
Telephone: 1-800-299-8750
Facsimile: 902-661-6237

Quebec

320 St Joseph Street East, Suite 400
Quebec, Quebec G1K 9J2
Telephone: 418-648-7551
Facsimile: 418-648-2266

Ontario

Sir Arthur Meighen Building
25 St Clair Avenue East, 8th Floor
Toronto, Ontario M4T 1M2
Telephone: 416-973-6234
Facsimile: 416-954-6329

Manitoba

365 Hargrave Street, Room 200
Winnipeg, Manitoba R3B 3A3
Telephone: 204-983-4928
Facsimile: 204-983-7820

Saskatchewan

1 First Nations Way, Room 200
Regina, Saskatchewan S4S 7K5
Telephone: 306-780-5945
Facsimile: 306-780-5733

Alberta

630 Canada Place
9700 Jasper Avenue
Edmonton, Alberta T5J 4G2
Telephone: 780-495-2773
Facsimile: 780-495-4088
Indian Oil and Gas Canada
9911 Chiila Boulevard, Suite 100
Tsuu T'ina (Sarcee), Alberta T2W 6H6
Telephone: 403-292-5625
Facsimile: 403-292-5618

British Columbia

1138 Melville Street, Suite 600
Vancouver, British Columbia V6E 4S3
Telephone: 604-775-5100
Facsimile: 604-775-7149

Yukon

300 Main Street, Suite 300
Whitehorse, Yukon Y1A 2B5
Telephone: 867-667-3838
Facsimile: 867-667-3801

Nunavut

PO Box 2200
Iqaluit, Nunavut X0A 0H0
Telephone: 867-975-4500
Facsimile: 867-975-4560

Northwest Territories

PO Box 1500
Yellowknife, Northwest Territories X1A 2R3
Telephone: 867-669-2500
Facsimile: 867-669-2709

Reading Room

As required under the Access to Information Act, the library of this institution has been designated as a public reading room: The address is:

Terrasses de la Chaudière
10 Wellington Street, Room 1400
Gatineau, Quebec
Telephone: 819-997-0811

Indian Residential Schools Resolution Canada

Chapter 92

The annual update for this institution was not received for inclusion in the 2007–2008 version of this Info Source publication. The following is from the 2006–2007 version of Info Source.

General Information

Background

The department of Indian Residential Schools Resolution Canada was created by Order-In-Council P.C. 2001-994 on June 4, 2001. At the same time an order was executed, pursuant to section 77(2) of the Access to Information Act, to amend Schedule I of the Act to include this department. Another order was executed, pursuant to section 77(2) of the Privacy Act, to amend the Schedule of that Act. The Heads of Government Institutions Designation Order was amended accordingly. Prior to June 4, 2001, this Department was known as the Residential Schools Unit and was part of the Department of Indian Affairs and Northern Development.

Responsibilities

The role of the department of Indian Residential Schools Resolution Canada (IRSRC) is to address and resolve issues arising from the legacy of Indian residential schools. As part of the process, we are committed to strengthening partnerships within government and with Aboriginal people, religious denominations, and other citizens. We work with Aboriginal people and other Canadians in initiatives that explore and acknowledge our history; build programs and projects which address the needs of people today; and strengthen our future.

Legislation

- Indian Act
- Public Service Rearrangement and Transfer of Duties Act

Organization

Deputy Minister's Office

The Office provides essential support services to the Deputy Minister. It ensures appropriate

communication and liaison on policy and operational issues between the Deputy Minister and the Minister's Office, the Department and other government departments and agencies.

Operations

The Director General of Operations reports directly to the Deputy Minister. The office oversees the following sectors: Resolution East, Resolution West, National Research and Analysis, Strategic Operations Group (SOG), And the Adjudication Secretariat.

Resolution East

Resolution East, located in Ottawa, is responsible for managing the federal government's response to the legacy of Indian residential schools (IRS) for Saskatchewan and eastward. The Program is responsible for resolving claims through the Alternative Dispute Resolution (ADR) process allowing former students, the federal government, and Church organizations to move away from the court system and work together to build a process for resolving claims.

Resolution West

Resolution West, located in Vancouver, is responsible for managing the federal government's response to the IRS legacy for British Columbia, Alberta, Yukon, Northwest Territories and Nunavut. The Program is responsible for resolving litigation claims out of court in an expedited and sensitive manner. The ADR is also used to help resolve claims.

National Research and Analysis

The National Research and Analysis Directorate, located in Ottawa, is responsible for three key areas:

The Research Operations Unit

The Research Operations Unit manages the historical and current information in support of the departmental mandate and objectives. The unit manages the research processes in support of all national functions, that is, for the operational and policy issues, as well as regional research for Saskatchewan and eastward in support of individual litigation and ADR claims.

National Intake Unit

The National Intake Unit captures and controls all ADR and litigation information. The unit receives and records all information pertaining to applications and statements of claims and coordinates the life cycle of these claims.

The Academic Outreach and Analysis Unit

The Academic Outreach and Analysis Unit is the lead in providing context for departmental policy and communication strategies, particularly in relation to language and culture. It also provides detailed analysis of in-house operational statistics to assist the Department in the forecasting and measurement of its performance.

Strategic Operations Group

SOG is made up of the Central Litigation Unit (CLU) and the Strategic Unit (SU). SOG supports Operations East and West in the resolution of all IRS claims by providing technical and strategic recommendations to the Operations Branch.

The CLU, with divisions in Ottawa and Vancouver, works with Department of Justice lawyers to resolve IRS claims against the government from across Canada. Resolution Managers oversee the settlement of claims in litigation.

The SU supports Operations East and West in the resolution of IRS claims by providing technical and strategic recommendations to the Operations Branch. SU also manages contracts for front line support services to support claims resolution. SU provides a comprehensive view of the Operations environment and recommends appropriate strategies that are consistent with the departmental mandate. Additionally, SU develops national strategies by focusing on operational performance measures and establishes the business case required to support shifts in strategies. SU reports directly to the Director General of Operations.

Adjudication Secretariat

The Adjudication Secretariat was established in Regina, Saskatchewan, in November of 2003 to manage hearings for the ADR process. The ADR process enables IRS claims to be settled in a safe, humane, credible, appropriate and timely manner. ADR is one of the options available to former students to settle their claims. This process provides an option to deal with the large volume of abuse claims arising from the operation of Indian residential schools.

Hearings are conducted by independent adjudicators who have been selected by a committee of representatives of former students, plaintiffs' lawyers, the Churches and the Government of Canada. The adjudicators report to, and are guided by the Chief Adjudicator. Under the direction of the Chief Adjudicator, the Secretariat will schedule hearings for applicants in the ADR process. Hearings are private and confidential.

Corporate Services and Transition Management

The Director General of Corporate Services and Transition Management reports directly to the Deputy Minister. The sector is responsible for managing and providing leadership in the development of programs, plans and strategies to integrate and ensure the integrity of corporate priorities in human resources, finance, administration, materials management, procurement, information management, information technology, Access to Information and Privacy (ATIP), internal audit and evaluation, and performance management.

The sector is also responsible for providing corporate leadership, expert advice and guidance on strategic human resource matters and issues; developing and managing the Department's financial planning, reporting and control processes, and the related review and analysis of operations; negotiating and managing service level agreements with other government departments for the delivery of various corporate services; developing and managing the Department's records management system.

Finally, the sector provides corporate leadership to help the Department implement the Settlement Agreement.

Public Affairs, Liaison and Outreach

The Director of Public Affairs, Liaison and Outreach (PALO) reports directly to the Deputy Minister. The sector is responsible for managing communications, Parliamentary relations, liaison, outreach, commemoration programs and correspondence of the Department.

PALO is responsible for communications and Parliamentary relations including all internal and external communications; media relations; strategic communications planning; and monitoring Parliamentary activities as well as liaison with Parliamentarians and the Minister's office.

The sector is also responsible for outreach to Aboriginal communities, survivors' societies, and

the public; liaison with the National Aboriginal Organizations and other bodies; management of the department's contribution funding authority and agreements; and strategic management and delivery of the commemoration program.

Policy and Strategic Planning

The Director of Policy and Strategic Planning reports directly to the Deputy Minister. The sector is responsible for providing corporate leadership in developing and coordinating the preparation of the Department's strategic plan; developing and monitoring the implementation of the Department's strategic policy framework; and providing policy advice and support to the Deputy Minister and the Department on issues related to claims resolution and broader healing and reconciliation and in the Deputy Minister's role as Chief Negotiator in negotiations with the Churches.

The sector works with stakeholders such as survivor groups and Aboriginal organizations, provincial governments and other federal departments to keep current on issues of common interest and to bring forward strategic options in discussion briefs and Memoranda to Cabinet for Departmental strategic consideration.

Information Holdings

Program Records

Records Management

Description: Information relating to policies and procedures used for the implementation of Subject File Classification Systems, the management of The Essential Records Program, the policy on the management of Ministerial Records and the Electronic information Management Program.

Topics: File classification system, essential records, records information management system, retention and disposition, management of government information holdings.

Program Record Number: IRS A3740

Alternative Dispute Resolution (ADR)

Description: The purpose of the Alternative Dispute Resolution (ADR) is to find a faster and less traumatic manner of settling the claims related to Indian Residential Schools.

Topics: Hearings are conducted by independent adjudicators who will review the applications from former students. During the hearings, the adjudicators will determine if the claims are valid and the amount of compensation, according to the

compensation framework. Hearings are private and confidential.

Program Record Number: IRS E5442-7

Litigation Management and Resolution

Description: Information related to cases in the court process and on specific issues related to settlement through litigation and court process involving the department.

Topics: Documents related to litigation; research reports; policy and legal positions, information received during the process; litigation management and resolution processes; statistical purposes; case summaries; claims settlement and court rulings.

Program Record Number: IRS E5442-2

National Document Collections

Description: Records gathered from government sources that demonstrate federal government policy regarding Indian residential schools or the application of those policies. These documents have been collected for schools across the country in order to centralize in one place the policy-level documents relating to issues connected to Indian residential schools.

Topics: Contains policy documents on a wide array of residential school-related issues such as education, health, nutrition, culture and language. Includes responses to incidents of physical and sexual abuse at Indian residential schools across the country and government-source records relating to Anglican, Catholic, Presbyterian and United Church activity at Residential schools across Canada.

Program Record Number: IRS E5442

Security Files

Description: Records related to building security, security incidents, security violations and security investigations that contain personal information.

Topics: Identification card applications, building access register, security investigation reports, security incident reports, authority for removal and access restriction.

Program Record Number: IRS CSS 800

Threat and Risk Assessment Files

Description: Records related to the assessment of the threat and risk to departmental programs, offices and facilities as required under the Government Security Policy.

Topics: Threat and risk assessment reports, and remedial security measures and safeguards.

Program Record Number: IRS CSS 810

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Acts and Legislation

Administration

Administration and Management Services

Classification of Positions

Finance

Hospitality

Personnel

Relocation

Travel

Particular Personal Information Banks

IRSRC Litigation Committee Records

Description: This bank contains Litigation Committee Records.

Class of Individuals: Individuals who have made a claim against the government of Canada regarding their experience at a former Indian residential school.

Purpose: This bank exists to maintain a record of the IRSRC Litigation Committee decisions.

Consistent Uses: Information is maintained for audit purposes.

Retention and Disposal Standards: To be established.

RDA Number: TBD

Related PR#: IRS E5442-2

TBS Registration: 005373

Bank Number: IRS PPU 010

IRSRC Settlement Mandates

Description: Approved mandates to settle validated claims of former students who have made a claim against the government regarding their experience at a former Indian residential school in Canada.

Class of Individuals: Claimants seeking compensation involving attendance at Indian residential schools in Canada.

Purpose: To maintain a record of all settlement mandates approved by the IRSRC Litigation Committee in spreadsheet format. The information is used to identify the date of the mandate approval, the region, school and church denomination, date of school attendance, apportionment and confirmation of settlement.

Consistent Uses: Information may be used for internal financial and operational verification purposes.

Retention and Disposal Standards: To be established.

RDA Number: TBD

Related PR#: IRS E5442-2

TBS Registration: 005374

Bank Number: IRS PPU 020

IRSRC Settlements

Description: Settlement information may include the region, school attended and dates attended, date statement of claim filed, church denomination, date of settlement, apportionment, settlement award and the settlement mandate.

Class of Individuals: Individual and/or group claim settlements.

Purpose: To maintain a record of all settlements reached with individuals or groups of claimants.

Consistent Uses: Information may be used for internal financial and operational verification purposes.

Retention and Disposal Standards: To be established.

RDA Number: TBD

Related PR#: IRS E5442-2

TBS Registration: 005375

Bank Number: IRS PPU 030

Litigation Management Database

Description: The Litigation Management Database (LMDB) holds information contained within the litigation and Alternative Dispute Resolution (ADR) files. It contains all pertinent information in the pleadings filed by the claimant's counsel and by counsel for the Attorney General of Canada.

Class of Individuals: The information pertains to individuals who have filed civil suits against the government for their experiences at Indian residential schools.

Purpose: The database compiles all information pertaining to the legal claims and provides a consistent overview of the cases which allows Indian Residential Schools Resolution Canada (IRSRC) to analyse trends on a national level.

Consistent Uses: Used by staff of the IRSRC and by DOJ litigators to provide consistent information for case managers across the country. Currently, the database is used primarily by project managers to assist in managing their case load. Also used by the Policy and Communications Group to provide statistical data for use in negotiating with the different church organizations and for responding to media requests, and to track demographic

information to assist in the historical research of the claims.

Retention and Disposal Standards: To be established.

RDA Number: TBD

Related PR#: IRS E5442-2

TBS Registration: 005376

Bank Number: IRS PPU 040

Research Document Collections

Description: Records gathered from federal government sources pertaining to Indian residential schools in response to claims brought against the Crown. It contains information on specific school research related to Indian residential schools located in British Columbia, Alberta, the Yukon, NWT and Nunavut as well as general history of residential schools; in addition, research associated with specific litigation against the federal Crown pertaining to the above-noted provinces and territories.

Class of Individuals: Claimants seeking compensation concerning their experiences at Indian residential schools in Canada.

Purpose: The documents are collected to research and validate the claims brought against the government. They consist of photocopies of documents held in original form at various federal government repositories.

Consistent Uses: The information used by staff of the IRSRC and by DOJ litigators.

Retention and Disposal Standards: To be established.

RDA Number: TBD.

Related PR#: IRS E-5442

TBS Registration: 005377

Bank Number: IRS PPU 050

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests
Automated Document, Records, Information
Management Systems

Business Continuity Planning (BCP)

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Personnel Security Screening

Manuals

- Access to Information and Privacy Annual Report
- Administration Manual
- ATIP Policy and Procedures
- File Classification manual
- Manual for Project Managers
- Ministerial Correspondence, Briefings and Parliamentary Affairs Manual
- Operational Policy Guidelines
- Protocol Manual for the LMDB
- Research Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The department encourages requesters to utilize the present lines of communications and to request information through informal channels. Information is available on our website at <http://www.irsr-rqpi.gc.ca>. The intent is to make available as much information as possible through informal channels.

However, requests on personal information contact the departmental Access to Information and Privacy Coordinator at 819-934-7177.

Formal requests under the Access to Information Act or the Privacy Act should be sent to the Coordinator, Access to Information and Privacy, at the Headquarters address (below).

Addresses and general inquiry numbers for the Department:

Headquarters

Indian Residential Schools Resolution Canada
90 Sparks Street, Room 341
Ottawa, Ontario K1A 0H4

General inquiry:

Telephone: 613-996-2686

Facsimile: 613-996-2808

Regional Office

Indian Resolution Schools Resolution Canada
Saskatchewan Place
1870 Albert Street, Box 24
Regina, Saskatchewan S4P 4B7

British Columbia Office

Indian Residential Schools Resolution Canada
1138 Melville Street, Suite 400
Vancouver, British Columbia V6E 4S3

General inquiry:

Telephone: 604-775-6400

Facsimile: 604-775-5317

Reading Room

Arrangement will be made through reception at:

90 Sparks Street, Room 341
Ottawa, Ontario

Industry Canada

Chapter 93

General Information

Background

The Department's mission is to foster a growing competitive, knowledge-based Canadian economy. Eleven federal departments and agencies make up the Industry Portfolio. Industry Canada works in partnership with members of the Industry Portfolio to leverage resources and exploit synergies in a number of specific areas.

Responsibilities

Industry Canada's mandate is to help make Canadians more productive and competitive in the knowledge-based economy, thus improving the standard of living and quality of life in Canada. The Department's policies, programs and services help grow a dynamic and innovative economy that provides more and better-paying jobs for Canadians; supports stronger business growth through continued improvements in productivity and innovation performance; gives consumers, businesses and investors confidence that the marketplace is fair, efficient and competitive; and ensures a more sustainable economic, environmental and social future for Canadians.

Through its three strategic objectives (a fair, efficient and competitive marketplace; an innovative economy; and competitive industry and sustainable communities), Industry Canada aims to help Canadians contribute to the knowledge economy and improve productivity and innovation performance.

In order to foster growth and create high-quality, well-paying jobs, the Government of Canada has set as one of its core priorities the building of a 21st-century economy. Industry Canada will continue to work in support of this priority through its strategic outcomes.

The Department's strategic outcomes support growth in employment, income, productivity and sustainable development in Canada.

The Industry Portfolio is made up of 11 federal departments and agencies. These organizations are uniquely positioned to further the government's goal of building a knowledge-based economy

in all regions of Canada and to advance the government's employment and growth agenda.

The Industry Portfolio includes:

Business Development Bank of Canada

Canadian Space Agency

Canadian Tourism Commission

Competition Tribunal

Copyright Board Canada

Industry Canada

National Research Council Canada

Natural Sciences and Engineering Research Council of Canada

Social Sciences and Humanities Research Council of Canada

Standards Council of Canada

Statistics Canada

As well, the following organizations are associated with the Industry Portfolio:

Canada Foundation for Innovation, an independent corporation established by the Government of Canada

Canada Research Chairs, which reports through Social Sciences and Humanities Research Council of Canada

Genome Canada, a not-for-profit independent organization

Networks of Centres of Excellence, which reports through Natural Sciences and Engineering Research Council of Canada

Legislation

- Agreement on Internal Trade Implementation Act, S.C. 1996, c. 17
- Agricultural and Rural Development Act, R.S. 1985, c. A-3
- Atlantic Canada Opportunities Agency Act, R.S. 1985, c. 41 (4th supp.), Part 1 (ss. 2 to 24)
- Atlantic Fisheries Restructuring Act, R.S. 1985, c. A-14 (in respect of certain companies)
- Bankruptcy and Insolvency Act, R.S. 1985, c. B-3

- Bills of Exchange Act, R.S. 1985, c. B-4 (Part V: Consumer Bills and Notes)
- Boards of Trade Act, R.S. 1985, c. B-6
- British Columbia Telephone Company Act, S.C. 1916, c. 66 (private act)
- Business Development Bank of Canada Act, S.C. 1995, c. 28
- Canada Business Corporations Act, R.S. 1985, c. C-44
- Canada Cooperatives Act, S.C. 1998, c. 1
- Canada Corporations Act, R.S.C. 1970, c. C-32
- Canada Foundation for innovation: Parts I and XI of the Budget Implementation Act, 1997, S.C. 1997, c. 26
- Canada Small Business Financing Act, S.C. 1998, c. 36
- Canadian Space Agency Act, S.C. 1990, c. 13
- Canadian Tourism Commission Act, S.C. 2000, c. 28
- Civil International Space Station Agreement Implementation Act, S.C. 1999, c. 35
- Companies' Creditors Arrangement Act, R.S. 1985, c. C-36
- Competition Act, R.S. 1985, c. C-34
- Competition Tribunal Act, R.S. 1985, c. 19 (2nd supp.)
- Consumer Packaging and Labelling Act, R.S. 1985, c. C-38
- Copyright Act, R.S. 1985, c. C-42
- Copyright Board: Sections 66 ff. of the Copyright Act, R.S. 1985, c. C-42
- Corporations Returns Act, R.S. 1985, c. C-43
- Department of Industry Act, S.C. 1995, c. 1
- Electricity and Gas Inspection Act, R.S. 1985, c. E-4
- Employment Support Act, S.C. 1970-71-72, c. 56
- Government Corporations Operation Act, R.S. 1985, c. G-4
- Industrial and Regional Development Act, R.S. 1985, c. I-8
- Industrial Design Act, R.S. 1985, c. I-9
- Integrated Circuit Topography Act, S.C. 1990, c. 37
- Investment Canada Act, R.S. 1985, c. 28 (1st supp.)
- National Research Council Act, R.S. 1985, c. N-15
- Natural Sciences and Engineering Research Council Act, R.S. 1985, c. N-21
- Patent Act, R.S. 1985, c. P-4
- Pension Fund Societies Act, R.S. 1985, c. P-8 (ss. 4, 6 and 7)
- Personal Information Protection and Electronic Documents Act, S.C. 2000, c. 5
- Precious Metals Marking Act, R.S. 1985, c. P-19
- Public Documents Act, R.S. 1985, c. P-28
- Public Officers Act, R.S. 1985, c. P-31
- Public Servants Inventions Act, R.S. 1985, c. P-32
- Radiocommunication Act, R.S. 1985, c. R-2
- Regional Development Incentives Act, R.S. 1970, c. R-3
- Seals Act, R.S. 1985, c. S-6
- Small Business Investment Grants Acts, S.C. 1980-81-82-83, c. 147
- Social Sciences and Humanities Research Council Act, R.S. 1985, c. S-12
- Special Areas Act, R.S. 1985, c. S-14 (Ontario and Quebec)
- Standards Council of Canada Act, R.S. 1985, c. S-16
- Statistics Act, R.S. 1985 c. S-19
- Telecommunications Act, S.C. 1993, c. 38
- Textile Labelling Act, R.S. 1985, c. T-10
- Timber Marking Act, R.S. 1985, c. T-11
- Trade Unions Act, R.S. 1985, c. T-14
- Trade-marks Act, R.S. 1985, c. T-13
- Wage Earner Protection Program Act, 2005, c. 47

- Weights and Measures Act, R.S. 1985, c. W-6
- Winding-up and Restructuring Act, R.S. 1985, c. W-11 (Part I only)

Organization

Audit and Evaluation Branch (AEB)

The Audit and Evaluation Branch provides the Deputy Minister, the Senior Associate Deputy Minister and departmental management with an independent capability to perform audits, evaluations and reviews that are consistent with departmental and central agency policies; it responds to departmental priorities; and it enhances the efficiency, effectiveness and economy of operations. The Branch also provides support and advice on a number of initiatives, including performance measurement for departmental sectors and provides liaison with external organizations such as Treasury Board Secretariat, the Comptroller General of Canada and the Office of the Auditor General.

Canadian Intellectual Property Office (CIPO)

Canadian Intellectual Property Office is a Special Operating Agency of Industry Canada. CIPO accelerates economic development in Canada by administering patents, trade-marks, copyrights, industrial designs and integrated circuit topographies. It ensures that the information acquired, in exchange for the granting of intellectual property (IP) rights, is made available to the public in searchable databases. CIPO fosters the use of the IP system and information, as well as encourages invention, innovation and creativity in Canada by raising awareness and educating clients. CIPO also represents Canada's international IP interests.

Communications and Marketing Branch (CMB)

Communications and Marketing Branch ensures that the Communications Policy of the Government of Canada is properly applied to all departmental communications activities. It also manages communications planning, advisory services, advertising, media relations, marketing, public opinion research, publications, Internet presence, ministerial event participation and other key communications activities within the Department. CMB is the source of communications advice to departmental sectors and senior managers, and it provides strategic and operational communications support to the Minister of Industry and to the

offices of the Deputy Minister and the Senior Associate Deputy Minister.

Communications Research Centre Canada (CRC)

Communications Research Centre Canada, an agency of Industry Canada, is the primary federal laboratory for research and development in advanced telecommunications. CRC's research provides a technical basis for the development of regulations and standards for public policy, and it supports other federal departments' operations in information and communications technologies. CRC also has a strong tradition of technology transfer to industry and has been responsible for the creation of more than 100 companies. It operates an Innovation Centre to provide high-technology start-ups with access to its technologies, research expertise and unique laboratories.

CRC has four research branches. The Satellite Communications and Radio Propagation Branch helps determine the direction of future satellite communications (satcom) networks and aids in the development of the satcom industry through technology transfer. The Terrestrial Wireless Systems Branch performs cutting-edge research and development in the area of fixed, mobile and personal wireless communications systems. The Broadcast Technology Branch ensures compatibility and operability between delivery systems, as well as their successful integration with broadband communications, and supports their implementation by participating in standards committees. The Broadband Network Technologies Branch addresses key issues of interoperability between wireline and wireless services; network standards and security; and the convergence of communications, broadcast and computer technologies.

Competition Bureau (CB)

The Competition Bureau promotes competition and efficiency in the Canadian economy through the administration of the Competition Act, concentrating on a balance between enforcement activities and compliance programs, public awareness and submissions on regulatory matters. The Bureau also promotes a fair and efficient marketplace through the administration of the Consumer Packaging and Labelling Act, the Precious Metals Marking Act and the Textile Labelling Act, emphasizing a compliance approach by working with business to predict and prevent

problems from occurring. The Commissioner of Competition, the head of the Competition Bureau, is a statutory appointment under the Competition Act with the responsibility of administering and enforcing the Competition Act and the other Acts cited above. The Competition Bureau consists of eight branches, four of which are responsible for the enforcement of the Acts. The Competition Bureau is composed of the following branches: Civil Matters Branch; Compliance and Operations Branch; Criminal Matters Branch; Economic Policy and Enforcement Branch; External Relations and Public Affairs Branch; Fair Business Practices Branch; Legislative and Parliamentary Affairs Branch; and Mergers Branch.

Comptrollership and Administration Sector (CAS)

The Comptrollership and Administration Sector is responsible for financial and materiel management and related policies, facilities, security, program integrity, the Industry Canada loan insurance portfolio, and processes and standards that are consistent with modern comptrollership. The CAS is composed of the following: Corporate Planning and Governance Branch; Facilities Management Directorate; Financial Operations and Systems Branch; Office of the Chief Financial Officer; Resource Planning and Investments Branch; and Security Services Directorate.

Corporate and Portfolio Office (CPO)

The Corporate and Portfolio Office provides executive support to the offices of the Minister, the Deputy Minister and the Senior Associate Deputy Minister, as well as secretariat support to the Deputy Minister and the Senior Associate Deputy Minister as it relates to their broad Industry Portfolio coordination responsibilities.

The CPO provides timely, quality services to ensure executive clients are effectively supported in all their correspondence, corporate services (i.e., administration, finance and human resources) and parliamentary affairs requirements. The CPO supports the day-to-day operations of the executive offices. The primary CPO groups responsible for these services are Executive Correspondence and Records; Executive Services; and Parliamentary Affairs.

In addition, the CPO also provides secretariat support to the Industry Portfolio departments, agencies, quasi-judicial bodies and Crown corporations through the Industry Portfolio Office.

Human Resources Branch (HRB)

The Human Resources Branch provides strategic information, advice and operational services to the Department on corporate management and succession planning strategies, relationships with unions, demographic profiling, research and analysis, indicators of the health of the organization, and rejuvenation and revitalization program strategies. Operationally, it provides decentralized, comprehensive and timely advice, guidance and assistance to departmental management and employees on classification, staffing and researching, official languages, employment adjustment, labour management, employee equity, awards and recognition, career planning, compensation, and benefits.

Industry Sector (IS)

The mission of the Industry Sector is “to help build a strong 21st-century Canadian economy by applying Industry Sector’s value-added knowledge and expertise about Canadian industry to government decision-making and industrial development.” Through its efforts, the Industry Sector helps Canadian industry and businesses compete, grow and create jobs in the knowledge economy. It contributes to two of Industry Canada’s strategic objectives – an innovative economy, and competitive industry and sustainable communities. As a centre of knowledge and analysis on industrial sectors in Canada, it is aimed at enhancing the competitiveness of Canadian industry. The Industry Sector maintains open and comprehensive channels of communication with key sectors, enabling a capacity for the informed advocacy of industry interests in government decision-making, and conveying the government perspective back to industry. It provides analysis of the challenges and opportunities facing key sectors in the economy. In addition, the Industry Sector develops policy options for possible government response to the extraordinary challenges and opportunities, and delivers the subsequent programs and services.

The Industry Sector comprises six branches: Aerospace, Defence and Marine Branch; Automotive and Transportation Industries Branch; Life Sciences Branch; Policy and Sector Services Branch; Resource Processing Industries Branch; and Service Industries and Consumer Products Branch.

Office of Consumer Affairs (OCA)

The Office of Consumer Affairs works to promote a fair and efficient marketplace for Canadian consumers and to protect consumer interests. The Office helps consumers obtain credible marketplace information; provides analysis of key policy issues from the consumer perspective; and works with governments, business and consumer groups to improve Canada's system of consumer protection.

Office of the National Science Advisor (ONSA)

The National Science Advisor has been mandated by the Minister of Industry to undertake the following priorities: to support international research and development activities and to provide advice on global science and technology issues where relevant to Canada's national interests; to consider how to promote a strong culture of science, technology and innovation in Canada; and to provide advice on how the government can better support and benefit from science conducted inside government.

Regional Operations Sector (ROS)

Regional Operations Sector comprises regional offices in the Atlantic, Quebec, Ontario, Prairie and Northern and Pacific Regions; Federal Economic Development for Northern Ontario Region (FedNor); Sector Strategies and Infrastructure Programs Branch; the Policy, Coordination and Regional Analysis Branch; and the Ministerial Coordination and Minority Communities Branch.

ROS serves the business community through the delivery of programs and services that contribute to the competitiveness of the Canadian industry and the creation of fair and efficient marketplace practices. It advances regional economic interests within Industry Canada and connects the Department to stakeholders and opinion leaders in communities across Canada. ROS also leads Industry Canada's response to minority linguistic communities.

ROS also provides strategic information, comprehensive and timely advice, and operational services to the Minister for FedNor (Community Futures Program; Eastern Ontario Development Fund; Northern Ontario Development Fund) and delivers infrastructure programming in Ontario (Canada-Ontario Infrastructure Program).

Federal Economic Development Initiative for Northern Ontario

Federal Economic Development Initiative for Northern Ontario's (FedNor) mission is to promote community economic development, diversification and job creation in Northern and rural Ontario in an effort to build sustainable communities and improve access to capital, information and markets by working with business and other community partners. FedNor delivers three key programs in rural Ontario: the Community Futures Program; the Eastern Ontario Development Program; and the Northern Ontario Development Program.

Ministerial Coordination and Minority Communities Branch

Ministerial Coordination and Minority Communities Branch includes the national coordination team for Section 41, Official Languages Act (OLA) – the Minority Communities Unit (MCU); and the group responsible for Ministerial Coordination and Special Projects. MCU coordinates departmental plans and activities across the country in the support of Section 41, OLA, and the economic development of official language minority communities, and it integrates the Department's efforts with the regional development agencies.

Policy, Coordination and Regional Analysis Branch

Policy, Coordination and Regional Analysis Branch is responsible for providing strategic advice and support to the Assistant Deputy Minister on regional issues/initiatives/governance and on existing and potential partnerships; coordinating horizontal policy initiatives across the Regional Operations Sector; enhancing the contribution of regions in policy development; and integrating the regional voice and regional intelligence into Department-wide initiatives.

Regional Offices

Industry Canada has regional and district offices across Canada. They deliver a wide range of Industry Canada programs and services to foster a fair and competitive marketplace. The regional offices also bring a national perspective to the development of micro-economic policy and the enhancement of national objectives by reflecting regional realities.

Regional offices play a coordinating function for all Industry Canada activities in the regions and are the key interface for local clients and stakeholders.

Through effective regional presence (networks, partnerships and local delivery), the regions integrate, inform and advance departmental and governmental priorities.

Sector Strategies and Infrastructure Programs Branch

Sector Strategies and Infrastructure Programs Branch provides business and financial planning management services to both the Regional Operations Sector (ROS) and the Small Business and Marketplace Services Sector. Through ROS, it is responsible for providing strategic support to the Minister of FedNor and for infrastructure programs in Ontario. It comprises the Infrastructure Operations Directorate and the FedNor Liaison and Infrastructure Programs Directorate (FLIP). These directorates are responsible for the delivery of the Canada-Ontario Municipal Rural Infrastructure Fund through a federal-provincial joint secretariat, the delivery of the Canada-Ontario Infrastructure Program, as well as the operational delivery of certain projects under the Canada Strategic Infrastructure Fund in Ontario. FLIP is also responsible for providing policy support, advice and recommendations to the Assistant Deputy Minister, ROS, and to the Minister for FedNor in his capacity as Minister responsible for regional economic development and for federal infrastructure programming in Ontario.

Science and Innovation Sector (SIS)

The Science and Innovation Sector leads the development and ongoing support of the government's science and technology policy agenda in partnership with key stakeholders. It provides stewardship of intramural and extramural science, business research and development, and higher education research and development. Included in these are cross-cutting activities to provide data and analysis for evidence-based policy development and to link the federal activities with other initiatives provincially and internationally. Through the Industrial Technologies Office, it provides funding through programming to support research development activities. The SIS works with partners and stakeholders through the Canada/U.S./Mexico Security and Prosperity Partnership to provide leadership and to coordinate Canada's participation in developing and implementing the prosperity agenda, including bilateral and trilateral initiatives to increase Canada's competitiveness, prosperity and quality of life.

The SIS is composed of the following branches: Federal Science and Technology Branch; Industrial Technologies Office; Policy Branch; Management Services; and Security and Prosperity Partnership – Prosperity Secretariat.

Small Business and Marketplace Services Sector (SBMS)

Small Business and Marketplace Services Sector provides programs, services and policy development to support and enhance the role and contribution of small and medium-sized enterprises to Canada's economic well-being. Through its marketplace service organizations, it delivers strong and effective regulatory regimes that support competitiveness of Canadian industry and ensure fair market practices. SBMS also provides oversight to Department-wide information management functions and delivers cost-effective management of the information technology services.

SBMS is composed of nine business units: Chief Information Office; Corporations Canada; Information Management Branch; Investment Review Division; Measurement Canada; Office of the Superintendent of Bankruptcy; Sector Strategies and Infrastructure Programs Branch; Service to Business Branch; and Small Business Policy Branch.

Chief Information Office

The Chief Information Office (CIO) is accountable for the overall performance, effectiveness and efficiency of information technology (IT) services within Industry Canada. A major responsibility of the CIO is maximizing the performance of the Department through modern and progressive management of IT services, policies and resources. Specifically, the CIO manages the Department's informatics resources, including the high-capacity national wide-area network, provides client support services and undertakes systematic client feedback assessments.

Corporations Canada

Corporations Canada administers the Canada Business Corporations Act (CBCA), the Canada Cooperatives Act, the Canada Corporations Act and several other statutes through the examination of applications for federal incorporation, continuance, amalgamation and dissolution of corporations; the management of a database on federal corporations; and the collection, assessment and verification of information made available to the public. It also issues exemptions from certain requirements of the CBCA and

monitors and enforces compliances with various statutory requirements.

Information Management Branch

Information Management Branch (IMB) has a multi-faceted responsibility for information management, and addressing the needs of internal and external clients is accomplished through three service delivery organizations: Corporate Integrated Records Services; Information and Privacy Rights Administration; and the Library and Knowledge Centre. IMB provides departmental oversight and operational services related to record keeping, public access to departmental information, departmental access to commercial information, and strategic direction related to elements of management practice and accountability.

Investment Review Division

The Investment Review Division administers the Investment Canada Act under which certain foreign investment proposals are reviewable and others require notification (no review). The Division provides advice to investors on the requirements of the Act, ensures that the prescribed information is provided to the Division, reviews investment proposals to ensure that they are of "net benefit to Canada" and assists the Minister of Industry in carrying out his responsibilities under the Act. It also monitors progress on the implementation of business plans for approved investments and provides general advice to officials inside and outside the government on foreign investment issues.

Measurement Canada

Measurement Canada, an agency of Industry Canada, is responsible for ensuring the equity and accuracy of products and services bought and sold on the basis of measurement. Services include evaluating and approving prototype scales, gasoline pumps, electricity and natural gas meters, and other types of measurement systems for use in Canada; testing and certifying the accuracy of measurement systems used in retail and commercial transactions; calibrating and certifying test standards; granting private sector companies the authority to certify measurement systems on Measurement Canada's behalf; and investigating complaints of suspected inaccurate measurement.

Office of the Superintendent of Bankruptcy

The Office of the Superintendent of Bankruptcy supervises the administration of the Canadian

bankruptcy and insolvency process. It maintains a public record of bankruptcies and receiverships, as well as consumer and commercial proposals, which enable individual debtors and viable businesses to reorganize their financial affairs and possibly avoid bankruptcy. It is responsible for the licensing, monitoring and disciplining of private sector trustees.

Sector Strategies and Infrastructure Programs

The Sector Strategies and Infrastructure Programs provide business and financial planning and management services to both the Small Business and Marketplace Services Sector and the Regional Operations Sector. Through the Regional Operations Sector, it is also responsible for providing strategic support to the Minister responsible for the Federal Economic Development Initiative for Northern Ontario Region (FedNor) and for infrastructure programs in Ontario.

Service to Business Branch

The role of the Service to Business Branch is to enhance business competitiveness by improving the effectiveness of service delivery across government and by building on existing partnerships and government-wide platforms to deliver seamless, multi-channel, multi-jurisdictional information and services, at low cost, to businesses.

The Service to Business Branch offers services through its organizations, which include:

Canada Business, a multi-channel government information service for businesses and start-up entrepreneurs in Canada. It includes running the Government of Canada's business portal and 13 Canada Business contact centre locations – one in every province and territory. (See also: the Atlantic Canada Opportunities Agency, Canada Economic Development for Quebec Regions, and Western Economic Diversification Canada for listings on Canada Business);

Student Connections, which hires post-secondary students to provide e-commerce and Internet training to small and medium-sized business as well as Internet training to seniors;

BizPaL, an online service that simplifies business permit and licence information from across all levels of government for entrepreneurs, governments and third-party business service providers; and Strategis, Canada's largest business website through which the Department delivers its online services.

Small Business Policy Branch

The Small Business Policy Branch is responsible for maintaining a strategic overview of Canadian small business, across regions and industrial sectors, including assessing gaps and weaknesses in the marketplace, and advising on government policy and programs. Main activities focus on conducting research and providing policy direction and advice in the following areas: administrative and regulatory burden, building an entrepreneurship culture, access to financing, venture capital markets, business management skills, e-business, self-employment, business climate policy, and business information products. Specific responsibilities include advising the Minister on the Business Development Bank of Canada, leading the government-wide Paperwork Burden Reduction Initiative, management of the interdepartmental small business financing data initiative, and the development and management of a number of small business information websites. The Branch also provides advice in the development of a coherent long-term government small business agenda. The Branch is also responsible for providing strategic direction for and administration of the Canada Small Business Financing (CSBF) Act. The CSBF program facilitates access to loans for the establishment and expansion of small and medium-sized enterprises by sharing losses and loans with financial institutions (lenders). To achieve its mandate, the Branch works in partnerships with other government organizations and with key private sector organizations.

Spectrum, Information Technologies and Telecommunications Sector (SITT)

The objective of Spectrum, Information Technologies and Telecommunications Sector is to accelerate Canada's transition to the network economy through the development and use of information and communications technologies, for the economic, social, cultural and civic benefit of all Canadians.

SITT uses its policy and regulatory rule-making powers and its marketplace and industry sectoral development services to do the following: ensure that Canadians have access to a world-class telecommunications and information infrastructure and the skills necessary to participate in the networked economy; promote the international competitiveness of Canadian information technologies and telecommunications industries; aid in making Canada a world leader in the

adoption and use of e-commerce; promote the strategic use of information technologies by all sectors of the Canadian economy; and ensure effective and efficient use of the radio frequency spectrum.

SITT also works very closely with Communications Research Centre Canada (CRC), which is the primary federal laboratory for research and development (R&D) in advanced telecommunications. The CRC provides national leadership in collaborative R&D on innovative communications, broadcasting and information technologies for a strong Canadian knowledge-based economy.

Strategic Policy Sector (SPS)

The Strategic Policy Sector is responsible for the development of research and analysis to support the development of policies, particularly those within Industry Canada's mandate, aimed at growing economic prosperity in Canada. The SPS contributes to policy discussions; manages the departmental policy, the speech from the throne and budget processes; and coordinates briefings for Cabinet. The SPS develops marketplace framework policies, legislation and rules in the areas of intellectual property (patents, copyright, trade-marks), business incorporation, bankruptcy and insolvency, foreign investment, and telecommunications, Internet and use of the radio spectrum at both the domestic and international levels (in particular the International Telecommunication Union, Asia-Pacific Economic Cooperation, and Internet Corporation for Assigned Names and Numbers). It leads on advice and federal negotiations in respect of the Agreement on Internal Trade. The SPS is the focal point in the Department for cross-cutting international trade negotiations (e.g., World Trade Organization, Korea Free Trade Agreement, Canada-European Union Trade Agreement). It coordinates Industry Canada's cross-cutting international and federal-provincial-territorial relations. It is also responsible for the horizontal coordination and advocacy activities related to the federal government's wealth creation policy framework to enable Canadian business development, efficient markets and Canadian competitiveness.

The SPS is composed of the following branches: International and Intergovernmental Affairs Division; Management Services; Marketplace Framework Policy; Micro-Economic Policy Analysis; Strategic Policy; and Telecommunications Policy.

Information Holdings

Program Records

Authorized Service Providers – Measurement Canada

Description: Standards, guides, procedures and general information on how to become authorized to certify measuring devices and measurement standards on Measurement Canada's behalf.

Topics: Accreditation; registration; electricity; natural gas; mass; volume; weights and measures; electricity meters; natural gas meters; scales; gasoline pumps; inspections; authorized service providers; manufacturers; contractors (utilities); service organizations; International Organization for Standardization; quality assurance criteria; standards calibration and certification, approvals; and CLAS Type 1 Laboratories.

Program Record Number: IC MC 225

BizPaL

Description: BizPaL is an online service that provides a single point of contact for business owners, entrepreneurs, governments and third-party business service providers enabling them to quickly find permit and licence information for businesses from across all levels of government (federal, provincial/territorial, municipal).

Topics: Information on federal government permits and licences required for small business, and general program information.

Program Record Number: IC SBM 010

Broadband Network Technologies

Description: Information pertaining to research and development of mobile ad hoc and sensor network systems, broadband applications and optical networks, network systems, optical communications and electrophotonics, optoelectronics materials and components, and technology transfer. Types of documents: Scientific publications, technical reports and patents.

Topics: Internet technology; multi-wavelength optical networks; fibre optics broadband networks; narrowband; wireless (mobile) and fixed networks; fibre Bragg gratings optoelectronics and photonics; patents; software; and other intellectual property.

Program Record Number: IC CRC 830

Broadcasting and Cable Databases

Description: This bank contains technical and administrative information related to broadcasting certificates for radio, television and cable distribution undertakings. The information is

used in the issue, renewal and amendment of certificates under the Radiocommunication Act and in providing technical certification to the Canadian Radio-television and Telecommunications Commission (CRTC) to permit the issue of broadcast licences under the Broadcasting Act. It is also used in meeting the technical criteria in bilateral agreements with the U.S. and agreements administered by the International Telecommunication Union. Some of this information is shared with the following organizations: Transport Canada and NAV Canada to ensure that transmission of FM broadcasting stations do not interfere with aircraft communications; Natural Resources Canada, in preparing topographical maps; the CRTC; and the U.S. Federal Communications Commission (FCC), in relation to the above agreements.

Topics: Technical brief; call-sign; authorized distribution; and leakage monitoring aeronautical channels.

Access: Numeric filing system by broadcasting type (AM, FM, TV, digital radio and TV satellite radio, cable TV).

Program Record Number: IC SIT 810

Broadcast Technologies Research and Development

Description: Information on research and development in broadcasting and related technologies, systems and services.

Topics: Television; sound (radio); datacasting; imagery; video and film generation; interactive home services; behavioural research; broadcast standards and networks.

Program Record Number: IC SIT 815

Broadcast Technology

Description: Information pertaining to research and development of advanced audio systems, advanced video systems, broadcast systems, multimedia, convergence, broadcasting networks and transmission. Types of documents: Scientific publications and technical reports.

Topics: Digital radio; digital television; video; audio; high definition television; Internet protocol television; mobile television; multimedia broadcasting; emergency broadcasting; and distributed transmitter networks.

Program Record Number: IC CRC 800

Canada Business

Description: General information on the operation of Canada Business network. Also includes records of client service interactions with Canada

Business service centres located in Ontario, Yukon, Northwest Territories and Nunavut, the four centres for which Industry Canada is operationally responsible.

Topics: Program information; evaluations; national statistics; client service system; and national web-services information system records.

Access: Client records are arranged by name, address and telephone number.

Program Record Number: IC SBM 710

Canada Small Business Financing Program

Description: This Program can assist new and existing small businesses with annual gross revenues not exceeding \$5 million (excluding farming and charitable or religious enterprises) in obtaining term loans of up to \$250,000 to help finance the purchase or improvement of fixed assets such as land, buildings and/or equipment. The loans are made directly by qualified lenders (chartered banks, caisses populaires, most credit unions, etc.).

Topics: Detailed information related to program parameters and listing of lenders is available on its website at www.strategis.gc.ca/csbfa.

Program Record Number: IC SBM 605

CIPO Online Feedback

Description: Part of the Canadian Intellectual Property Office's (CIPO's) Client Relationship Management program. This online feedback database allows clients to formally register feedback related to the products and services offered by CIPO. The comments, suggestions and complaints received enable the organization to identify areas for service improvement.

Topics: Client feedback reports (by type and nature).

Access: Accessible by client name, telephone number, email, and type and nature of the feedback (if provided by client).

Program Record Number: IC CIP 110

Communications and Marketing Branch

Description: Plays a pivotal role in ensuring that the Canadian public and departmental clients and employees receive information about Industry Canada's policies, programs and services. The common types of documents in this program record may include the following: briefing notes, issue notes, Cabinet documents, communications materials (such as media lines, plans, strategies), correspondence, emails, Question Period cards, decks, contract files, statements of work, proposals, evaluations of contracting, and operating and maintaining files.

Topics: Communications; communications planning; marketing; advertising; ministerial events; public opinion research; media relations; and the coordination, production and distribution of speeches, news releases, publications, style guides and websites.

Program Record Number: IC CMB 350

Communications Application Research

Description: Information on the development, implementation and marketing of new or improved products and services to meet the requirements of seniors and people with disabilities. This involves project management resulting from the application of policy, and research and development undertaken by the Department and its partners.

Topics: Social and informatics applications; and assistive technologies for seniors and people with disabilities.

Program Record Number: IC SIT 825

Competition

Description: Information on enquiries, complaints, legal proceedings and prosecutions under the Competition Act. The type of documents in this program record consist of all types of documents relating to the administration and enforcement of the Competition Act, such as those collected as part of an investigation and/or inquiry (letters, newspaper clippings, financial records, etc.) and/or those used in legal proceedings (briefs, affidavits, etc.).

Topics: Program of compliance; international agreements; cooperation and liaison; enquiries and investigations; exports; imports; investments; textiles labelling; merchandising; mergers and pre-notifications; monopolies; price fixing; research; sales; services; tariffs; trademarks; transportation; warranties; and guaranties. Industries: Agricultural and retail services; fishing and trapping; logging and forestry; mining; manufacturing; construction; transportation and storage; communications and other utilities; wholesale and retail trade; finance and insurance; real estate and operating insurance agents; business services; government services; educational services; health and social services; accommodation; and food and beverage services.

Access: Case files are arranged under the 18 major groups of the standard industrial classification system.

Format: Paper records and electronic media.

Program Record Number: IC CB 075

Comptrollership and Administration

Description: Responsible for Chief Financial Officer functions including attestation, financial

management and materiel management. The Comptrollership and Administration Sector also develops related policies and systems, and manages facilities, security, program integrity, and the departmental loan insurance portfolio. The common type of documents in this program record may include the following: briefing notes, issues notes, Cabinet documents, correspondence, emails, Question Period cards and decks, planning documents, management frameworks, project approvals, contribution agreements, loan insurance and loan guarantee agreements, settlement agreements, and amendments to agreements.

Topics: Financial and matériel management; facilities; security; program integrity; and loan insurance portfolio.

Program Record Number: IC CAS 300

Consumer Affairs

Description: The Office of Consumer Affairs strengthens the consumer's role in the marketplace through the promotion of sound research and analysis and the encouragement of financial self-sufficiency of consumer and voluntary organizations. The common types of documents in this program record may include the following: guides for applicants, applications for funding, correspondence, briefing notes, assessments, recommendations for funding and program evaluations.

Topics: Applications for funding.

Access: Alphabetical by subject or organization.

Program Record Number: IC OCA 550

Copyrights, Integrated Circuit Topographies and Industrial Designs

Description: Information and legislative records related to copyrights, integrated circuit topographies, and industrial designs for applications filed and registered in Canada.

Topics: Act and regulations; applications; registrations; licences; assignments; Timber Marking Act; revisions; correspondence; enquiries; client feedback; survey results; and liaison with the private sector and other federal departments.

Access: Files are accessible by applicant name, owner name, author name and title by file/case number.

Program Record Number: IC CIP 570

Corporate and Portfolio Office

Description: Provides executive support to the offices of the Minister, Deputy Minister and Senior Associate Deputy Minister. The types of records maintained by the Corporate and Portfolio Office include executive correspondence, corporate services support documents and briefing notes.

Topics: Executive services; correspondence; Parliamentary affairs; and portfolio management.

Program Record Number: IC CPO 400

Corporations Canada

Description: Information concerning incorporation of federal companies – contains data on federal corporations that are used for internal record keeping and information dissemination via telephone, mail, fax or the Internet. The master file also contains data used for the issuance of certificates, such as Certificates of Incorporation, or amendments and for the administration of compliance programs.

Topics: Applications, charters, financial statements, annual reports, enquiries, liaison with companies, and compliance actions, exemptions, arrangement court applications, boards of trade, and corporations.

Access: Files accessible by corporation name or corporate number.

Format: Electronic Business Environment database.

Program Record Number: IC COR 200

Economic Policy

Description: Information on economic and industrial policies, trade, financial institutions and the environment.

Topics: Federal–provincial relations; foreign; monetary; prices – indexes and surveys regional situation; regulations; taxes; unemployment; industries; Canada: distribution, industry, legislation and programs, prices – indexes, processing, retailing; United States; agreements on tariffs and trade; United Nations Committee on Trade and Development; tariffs – imports, quotas; trade agreements, extra-territoriality.

Access: Files arranged by subject.

Program Record Number: IC SPS 705

Electricity and Natural Gas

Description: Legislated rules and requirements, policies and procedures related to the measurement of electricity and natural gas in Canada and associated programs and services.

Topics: Electricity and Gas Inspection Act; regulations; specifications; policies; inspection procedures; meter approvals; calibrations; inspections; contractor registration; electricity; natural gas; and disputes.

Program Record Number: IC MC 220

Electronic Commerce

Description: Electronic commerce creates a favourable legal and policy environment for the growth of investment in e-commerce, and its rapid diffusion throughout the economy, in order to enhance industrial competitiveness and productivity. The type of documents in this program record consist of studies, background papers, Task Force reports, and discussion papers on related topics.

Topics: Electronic commerce; privacy policy and cyber security; e-business development; and international e-commerce policy.

Program Record Number: IC SIT 865

Emergency Telecommunications

Description: Administrative and operational records including emails, minutes, research papers, documents with regard to information on emergency telecommunications planning in support of the Department's mandate summarized in the Emergency Preparedness Act dated April 27, 1988, and Departmental Responsibilities for Emergency Preparedness dated May 1985.

Topics: Emergency preparedness and crisis management; interdepartmental, intergovernmental and international committees on civil emergency planning; emergency telecommunications programs and contingency plans; cyber security; emergencies broadcast system public alerting (CANALERT) and support by regions; and NATO and U.S./Canada military and civil exercises.

Program Record Number: IC SIT 835

Engineering

Description: This class of documents contains information on technical standards and procedures for radio equipment and systems, the development and implementation of radio frequency plans, and frequency assignment criteria. It also contains the Terminal Attachment Program standards and procedures.

Topics: Equipment type approval; technical methods, practices, procedures and standards; and development and engineering. Spectrum management: Assignment and licensing subsystems, research, special projects, pilot projects, spectrum surveillance system, and automated systems development.

Program Record Number: IC SIT 840

Human Resources

Description: Provides strategic information, advice and operational services. The common type of documents in this program record may include the following: briefing notes, issue notes, Cabinet documents, correspondence, emails, Question

Period cards, decks, policies, frameworks and guidelines.

Topics: Corporate management; succession planning strategies; unions; demographic profiling; and advice, guidance and assistance to departmental management and employees on classification, staffing and researching, official languages, employment adjustment, labour management, employee equity, awards and recognition, career planning, compensation and benefits.

Program Record Number: IC HRB 050

Industry

Description: The Industry Sector develops initiatives that 1) stimulate and support innovation in Canada, and 2) contribute to the global competitiveness and sustainable economic growth of Canadian businesses. The common type of documents in this program record may include the following: briefing notes, issue notes, Cabinet documents, correspondence, emails, Question Period cards and decks.

Topics: Canadian Industry Sectors – aerospace; defence; marine; automotive; truck; rail; life sciences; energy technologies; environmental technologies; forest products; industrial materials; apparel and textiles; manufacturing; and services.

Program Record Number: IC IND 130

Industry Structure and Services

Description: Policies relating to corporate relations and services in the telecommunications carriage industry.

Topics: Legislation; competition; terms and conditions of service; and terminal attachment.

Program Record Number: IC SIT 845

Information Highway

Description: Information Highway Applications Branch programs operate at the local, regional and national levels to assist Canadians and communities in overcoming barriers to information and communications technologies (ICTs). This includes the provision of a national community-led, partnership-based electronic delivery infrastructure platform based on community Internet access sites across Canada; and a Treasury Board-mandated national ICT program to refurbish and distribute used government and private sector computers to schools, libraries and other non-profit learning organizations and broadband deployment programs expertise as it relates to unserved communities. The combined objective is to increase opportunities for Canadians to participate in the Internet-enabled economy to achieve

broader social and economic development. The types of documents in this record consist of contribution agreements, project summary forms, contracts, memoranda of understanding, evaluations and audits, reports, guides and correspondence.

Topics: Information highway; innovation; information technology skills; recycling computers; broadband; and community access sites.

Program Record Number: IC SIT 895

International Comparative Policy

Description: Information on Canada's telecommunications and cultural relations with multilateral trade organizations as well as Canada's bilateral relations with the United States in the field of telecommunications to ensure the successful pursuit of Canada's bilateral interests, and the promotion of the Canadian communications trade and industry. Also, information, studies, briefs and documentation on related cultural and communications policies in selected foreign countries.

Topics: Canada-United States trade relations; spectrum coordination matters; cable and satellite retransmission rights; satellite services – direct broadcasting satellites; European Economic Community; Organization for Economic Cooperation and Development; Asia Pacific Economic Cooperation; and comparative policy analyses of Canadian communications policies versus those of other countries and regions.

Program Record Number: IC SIT 850

International Telecommunications and Coordination

Description: Development, analysis and the national integration of international telecommunications policy and strategic positions; the provision of advocacy and representational services to the Department and government through promoting, negotiating and implementing privileged bilateral and multilateral government-to-government cooperative and framework agreements; the development and elaboration of telecommunications trade policy; and the provision of authoritative advice and recommendations on issues and opportunities to support the realization of the corporate vision of increasing Canada's competitive advantage in the international forum.

Topics: International telecommunications policy strategy and positions; treaty-based inter-governmental organizations (e.g., International Telecommunication Union [ITU], Commonwealth Telecommunications Organization [CTO]); privileged bilateral relations; emerging strategic markets; multilateral and regional market

liberalization (e.g., World Trade Organization [WTO], Free Trade Area of the Americas [FTAA], Asia Pacific Economic Cooperation [APEC]); international policy and regulatory developments (United Nations [UN] World Summit on the Information Society [WSIS]); WTO commitments; international forum of influence (e.g., Organization for Economic Cooperation and Development [OECD], Inter-American Telecommunication Commission [CITEL], APEC, Pacific Telecommunications Council [PTC], Francophonie); government/industry consultative committees (e.g., ITU, CITEL, APEC, OECD); world radio standardization and development conferences; international policy coordination and telecommunications (e.g., ITU, APEC).

Program Record Number: IC SIT 855

International Telecommunication Union (ITU) Activities

Description: Information pertaining to Canada's involvement in the ITU activities is the multilateral forum for the negotiation of binding international agreements on the use of radio-frequency spectrum and geostationary satellite orbits, for the development of global standards, and for the promotion of all facets of the development of the global communications network. The type of documents in this program record consists of Treasury Board Submissions, briefing notes and delegation reports.

Topics: Plenipotentiary conferences, ITU Council, Council Working Group, world conferences on international telecommunications, the Radiocommunication Sector; world and regional radiocommunication conferences, radio regulation board, radiocommunication assemblies, radiocommunication advisory group, national and international study groups; Telecommunications Standardization Sector; world telecommunication standardization assembly (every four years); national and international study group meetings, telecommunication standardization advisory group; Telecommunication Development Sector; telecommunications development conferences; national and international study groups, and the telecommunication development advisory group; and world and regional telecommunication development conferences.

Program Record Number: IC SIT 860

Investment Review – Legal Opinions

Description: Contains information on ministerial opinions and related information concerning requests for which the Minister determines a delay in implementing an investment would result in undue hardship to the investor or would jeopardize

the operations of the Canadian business that is the subject of an investment; views and opinions on the applicability of the provisions of the Investment Canada Act, regulations and interpretation notes in response to written requests submitted by one or more parties to an investment; and ministerial opinions and related information on whether an investor is a Canadian as defined in the Investment Canada Act.

Topics: Status opinions – rules respecting control of entities; trusts; corporations deemed to be Canadian; equal ownership of a corporation; transitory provisions concerning foreign opinion; corporate reorganization; acquisition of control; joint ventures; partnerships; indirect acquisitions; oil and gas properties and mining properties; business and Canadian business; calculation of thresholds; step transaction; and absolute rights.

Access: Files arranged by name of applicants who ask for an opinion (individual, company, partnership, joint venture, government or agency of a foreign corporation).

Program Record Number: IC SBM 720

Marketing Practices

Description: Enquiries, complaints, investigations, legal proceedings, interpretations and correspondence on misleading advertising and deceptive marketing practices. The type of documents in this program record consist of all types of documents relating to the administration and enforcement of the Competition Act, the Consumer Packaging and Labelling Act, the Precious Metals Marking Act and the Textile Labelling Act, such as those collected as part of an investigation and/or inquiry (letters, newspaper clippings, financial records, etc.) and/or those used in legal proceedings (briefs, affidavits, etc.).

Topics: Advertising enquiries; misleading advertising complaints (National, Pacific, Ontario, Quebec, Atlantic and Headquarters); program of compliance; and surveys and studies.

Access: Files are arranged by subject, company and individual name.

Program Record Number: IC CB 080

Measurement Canada

Description: Legislated rules, requirements, policies and procedures governing commercial and retail trade measurement in Canada and associated programs and services.

Topics: Weights and Measurements Act; Electricity and Gas Inspection Act; regulations; specifications; policies and test procedures; electricity; natural gas; mass; volume; information on measuring devices; alternative service delivery; authorized

service providers; standards calibrations; metric regulations; international standards; Canada/U.S. mutual recognition arrangements; measuring device approvals; inspections; and service standards.

Program Record Number: IC MC 215

Notifications – Investment Review Division

Description: Information concerning the notification of investments by non-Canadians – a complete record of the notification of each non-Canadian investment, from the submission of a notice to the issuance of a receipt by the Investment Review Agency.

Topics: Notices in prescribed form; and subsequent correspondence with investors.

Access: Files arranged by non-Canadian investor (individual, company, partnership, joint venture, government or agency of a foreign country).

Program Record Number: IC SBM 725

Office of the Superintendent of Bankruptcy

Description: Information on investigations, licensing, assets and liabilities, enquiries, discharges, legal actions, control and audits, enquiries on civil and common law, and correspondence on bankruptcies.

Topics: Audits and auditing; student loans; examination; fraudulent bankruptcies; enquiries – civil law, common law; bonds and bonding; claims; conferences; liaison – foreign governments, provinces, etc.; costs and taxation; dividends; estates; fees and expenses; instruction bulletins; licences; offences; application for a bankruptcy order; projects; prosecutions; reports and statistics; trustees; investigation of bankruptcies; trustees-in-bankruptcy; bankruptcy estate control files; and retired or rejected applications.

Access: Trustee files are arranged by name of individual or corporation.

Format: Electronic Data Processing system; contains insolvency data used by bankruptcy offices to publish bankruptcy notices.

Program Record Number: IC OSB 275

Patents

Description: Information and legislative records related to inventions for patent applications filed and registered in Canada.

Topics: Act and regulations; applications; registration; grants; licences; assignments; legal and court actions; appeals; Commissioner's decisions; studies; client feedback; survey results; correspondence; enquiries; research and technical data; liaison with universities, associations, other federal departments and international patent

offices; patent agents register; classification manuals; Public Servants Inventions Act; and technology.

Access: Files are accessible by subject matter, inventor name, applicant name, title of invention and file/case number.

Program Record Number: IC CIP 100

Radio Communications Technologies

Description: Research and development in the area of radio communications technology, and the performance of radio communications equipment in its operating environment for military and civil applications.

Topics: Radio communications technology; radio frequency environment; radio systems techniques; radio networks; and military communications.

Program Record Number: IC SIT 875

Radio Propagation

Description: Information on the transmission of radio waves in the very low-frequency (VLF) through the extra high-frequency bands and the design and management of analog and digital communication systems for both civilian and military applications.

Topics: Very high frequency (VHF)/ultra high frequency (UHF) propagation studies, experiments and modelling; VLF/low frequency/medium frequency/high frequency studies and models; microwave propagation studies; wireless local area networks; UHF/VHF Prediction Program and Topographic Database.

Program Record Number: IC SIT 880

Regional Development

Description: Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following three programs, delivered in rural Ontario by FedNor, are included: the Northern Ontario Development Program, the Community Futures Program and the Eastern Ontario Development Program.

Topics: Economic development in areas of rural Ontario where low incomes and slow economic growth are prevalent or where opportunities for productive employment are inadequate.

Program Record Number: IC ROS 610

Registration – Office of the Registrar General of Canada

Description: Information on formal documents, regulations, correspondence with other federal

government departments, formal documents and railway deposits.

Topics: Formal documents and railway deposits.

Program Record Number: IC COR 205

Review of Applications – Investment Review Division

Description: Information on the review of non-Canadian investment proposals – a complete record of the review of each non-Canadian investment proposal, from the submission of an application to the Minister's decision whether or not the investment is likely to be of net benefit to Canada; and in the case of investments that the Minister has decided are likely to be of net benefit to Canada, a record of investor performance with respect to plans and undertakings.

Topics: Application in prescribed form; certificates of receipt; subsequent correspondence with investors, including revised plans and undertakings; consultations with relevant provincial governments and federal departments; third-party representations; statutory documentation to the Minister; advice, including recommended courses of action to the Minister; and results of monitoring the performance of investors' plans and undertakings, including the renegotiation of plans and undertakings that have not been fulfilled.

Access: Files arranged by non-Canadian investor (individual, company, partnership, joint venture, government or agency of a foreign country).

Program Record Number: IC SBM 730

Satellite Communications

Description: Information on the research and development of communications and other space systems and subsystems.

Topics: Space communications systems research; military satellite communications; search and rescue satellite; mobile satellite communications; radio navigation satellite; communications signal processing; and low-cost satellite telephony terminals.

Program Record Number: IC SIT 885

Satellite Communications and Radio Propagation

Description: Information pertaining to research and development of satellite communications systems, search and rescue via satellites, and propagation of radio waves. Types of documents: Scientific publications and technical reports.

Topics: Satellite systems; satellite communications terminal technologies; software defined radio; spectrum monitoring; radio wave propagation;

search and rescue via satellite; and communications signal processing.

Program Record Number: IC CRC 870

Small Business Policy Branch

Description: Research studies, reports and information supporting the analysis of small business issues and development of policy and program options, and advocacy of small business interests within the Department and across the federal government.

Topics: Small business.

Program Record Number: IC SBM 735

Space and International Regulatory Activities

Description: The type of documents in this program record consist of operational records such as radio and spectrum licence applications, radio authorizations, space services licensing procedures and processes, responses to queries on the application and interpretation of legislation, regulations, international agreements and arrangements governing radiocommunications, summary records of meetings, correspondence to and from the International Telecommunication Union, foreign administrations, satellite operators, and space service licensees. It also consists of administrative records such as budgetary plans, financial expenditures approvals, human resources action requests and employee records.

Topics: International Coordination and Notification of space and terrestrial systems; World Radiocommunications Conferences (Preparatory and Post Conference Activities on regulatory and procedural issues); International Telecommunication Union Radio Regulations; Radiocommunication Act and Radiocommunications Regulations; Authorization of space services; Policies and Procedures (Applications and Development); and Radiocommunication Sector activities.

Program Record Number: IC SIT 890

Spectrum, Information Technologies and Telecommunications

Description: Facilitate the development and use of information and communication technologies, systems and services that serve the economic and social needs of all Canadians. The type of documents in this record consists of evaluations and audits, reports, guides, briefing notes, presentations and correspondence.

Topics: Systems interconnection; telecommunications; information technology standards; Community Access Program; Computers for Schools Program; Youth Employment Strategy; communications devices; and e-commerce.

Program Record Number: IC SIT 805

Spectrum Management Operations

Description: Administrative and operational records including emails, minutes, research papers and documents with regard to information on the application of the Radiocommunication Act and the development and administration of regulations.

Topics: Call signs; procedures; standards and practices; regulations; spectrum management; and spectrum actions. Computer system operation: data management, and Assignment Licensing System (PIB 2004). Interference: Complaints and suppressions; and Radio Operator Certification Records. Frequencies: Coordination, amateur, experimental, private and public commercial, radio telephone, ships, and monitoring (spectrum surveillance).

Access: General list – electronic.

Format: Paper, Database (DB QuoRC).

Program Record Number: IC SIT 900

Student Connections

Description: Student Connections is an Industry Canada Initiative funded through the Youth Employment Strategy. Student Connections provides practical, cost-effective e-commerce and Internet training to small and medium-sized businesses as well as Internet training to seniors. Student Connections services are delivered by college and university students who gain valuable on-the-job technology and business experience. Includes records of youth participants and public and private sector clients who have received Internet and e-commerce services from Student Connections as per referenced in the Personal Information Banks. Information collected is used for verification, statistical and evaluation purposes. Information may also be used to provide clients with further program information.

Topics: E-commerce and Internet training for small and medium-sized enterprises; e-business presentations; and Internet training for seniors.

Program Record Number: IC SBM 700

Technology Partnerships Canada

Description: Information on Technology Partnerships Canada.

Topics: Aerospace and defence relating to product development, process development, technology development, production capability development, market feasibility studies, supplier development and defence conversion; enabling technologies relating to advanced manufacturing and processing, applications of biotechnology, and applications of advanced information technologies; and environmental technologies relating to clean process technologies, waste reduction and recycling,

aid and water-pollution control, energy and water conservation, and clean car technologies. Hydrogen early adopters projects foster the development of hydrogen and hydrogen-compatible technologies, such as fuel cells and those used to produce, store and distribute hydrogen. The common type of documents found in this program record may include the following: briefing notes, issues notes, Cabinet documents, correspondence, emails, Question Period cards, decks, investment decision documents; financial data outlines, project data sheets, project amendment forms, project proposals; and project claims, project monitoring updates, project and program media packages and project risk analyses.

Access: Files arranged numerically.

Program Record Number: IC SIS 650

Technology and Policy Planning

Description: Information about technological trends and priorities and the technical, economic institutional, regulatory and social impacts of those key technologies.

Topics: Technology assessment, research environment, telecommunications program design and assessment; and artificial intelligence, new video technologies, electronic publishing, information technology and Vision 2000 project.

Program Record Number: IC SIT 905

Telecommunications Engineering and Certification

Description: Information on Mutual Recognition Agreements and Free Trade Agreements with other countries on conformity assessment of telecommunications apparatus; associated telecom regulations and procedures; mandatory telecom standards and regulations development; new voluntary telecom standards development; certification, registration, testing, market surveillance and import monitoring of telecom apparatus; and developing and providing technical expertise on all telecommunications and Internet Protocol (IP) matters including network security, and Next Generation Networks. The type of documents in this program record consists of reports, technical information, correspondence, agreements, procedures and specifications.

Topics: Mutual Recognition Agreements; Terminal Attachment Program; Telecommunications equipment certification; Telecommunications standards and regulations; IP network; network security; and Next Generation Networks.

Program Record Number: IC SIT 915

Telecommunications Policy and Regulations

Description: Policies relating to the regulation of the telecommunications industry.

Topics: Regulatory reform; Smart Regulations; user fees; regulatory policy and planning.

Program Record Number: IC SIT 910

Terrestrial Wireless Systems

Description: Information pertaining to research and development of advanced antenna technology, broadband wireless, electromagnetics and compatibility, integrated electronics, radio communications technologies, and wireless applications and systems. Types of documents: Scientific publications and technical reports.

Topics: Antenna design and development; antenna theory and techniques; electromagnetic field modelling and prediction; digital, radio frequency and microwave circuit design; wireless systems and technologies; and adaptive radio concepts and technologies.

Program Record Number: IC CRC 920

Textile Labelling

Description: Information on regulations, interpretations and rulings, complaints and enquiries, correspondence, company registration, inspections, seizures and prosecutions, and sampling and testing of textile products. The type of documents in this program record consist of all types of documents relating to the administration and enforcement of the Textile Labelling Act, such as those collected as part of an investigation and/or inquiry (letters, newspaper clippings, financial records, etc.) and/or those used in legal proceedings (interpretations, rulings, briefs, affidavits, etc.).

Topics: Textile labelling and legislation; liaison with the Canadian General Standards Board; Canada standards size program; care labelling program; liaison with other departments, provinces, boards, councils, industries, associations; identification numbers; importation; laboratory compliance program; surveillance and enforcement; investigations; surveys; testwork; upholstered and stuffed articles; and reference material.

Program Record Number: IC CB 085

Trade-Marks

Description: Information and legislative records related to trade-mark applications filed and registered in Canada.

Topics: Act and regulations; applications; registrations; licences; assignments; correspondence, enquiries; client feedback; survey results; trade-marks interpretations; abandonments; appeals; oppositions; registered users; trade-mark agents; and appellation of origin.

Access: Files accessible by file/case number, mark, slogan, logo, applicant name and owner name.

Program Record Number: IC CIP 105

Urea Formaldehyde Foam Insulation

Description: Case files related to urea formaldehyde insulation system established to control and monitor amount of money requested by homeowner and the amount spent to provide information on homeowners and contractors. The common type of documents in this program record may include the following: letter of authorization, inspection report, and details of goods and services.

Note: Program defunct as of 1986.

Topics: Compensation and assistance; claims.

Access: Case files are arranged by name and address of owner.

Program Record Number: IC IMB 180

Weights and Measures

Description: Legislated rules, requirements, policies and procedures related to mass, volume and linear measurement in Canada and associated programs and services.

Topics: Weights and Measures Act; regulations; specifications; policies; inspection procedures; scales; gasoline pumps; mass; volume; length; measuring device approvals; authorized service providers; accreditation; registration; standards calibration; inspections and service standards.

Program Record Number: IC MC 210

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Automated Document, Records, Information Management Systems

Budgets

Buildings

Buildings and Properties

Business Continuity Plans

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Particular Personal Information Banks

Bankruptcy Detection/Investigation Files

Description: The content of this bank includes the name of the person being investigated, the initial complaint, the investigation order from the Superintendent of Bankruptcy to the Royal Canadian Mounted Police (RCMP), RCMP investigation reports, investigation results, court decisions, and the fines or jail terms imposed. The name and the special investigation number are needed to access this information.

Class of Individuals: Individuals in bankruptcy or involved in a bankruptcy.

Purpose: The purpose of this bank is to facilitate the monitoring of the relative propriety of all

proceedings under the Bankruptcy and Insolvency Act both before and after the declaration of bankruptcy.

Consistent Uses: The bank is used to monitor the progress, results and backlogs of investigations initiated by the personnel of the office of the Superintendent of Bankruptcy and investigated by the RCMP under the authority of the Bankruptcy and Insolvency Act.

Retention and Disposal Standards: The files are kept open until the investigation is closed. Files are retained in the division offices indefinitely.

RDA Number: M19/84

Related PR#: IC OSB 275

TBS Registration: 000122

Bank Number: IC PPU 035

Call-Centre Information Bank

Description: The data bank contains telephone call reports from consumers wishing to obtain information on the products and services available from the Canadian Intellectual Property Office (CIPO). It includes information on clients (e.g., identity, address, telephone number), the Information Officer, nature of the call, questions/needs of clients, and the information supplied by CIPO.

Class of Individuals: Clients who contact CIPO by telephone to obtain information.

Purpose: Assist Information Officers deliver quality enquiry services.

Consistent Uses: Facilitate continuous service improvements.

Retention and Disposal Standards: Retained for two years and then destroyed.

RDA Number: 78/005

Related PR#: IC CIP 570

TBS Registration: 004045

Bank Number: IC PPU 079

Canada Business Service Centres – Client Service System (CSS)

Description: Information in this database includes name, address, telephone numbers, email addresses, language of service, nature and phase of business, nature of the enquiry, and what was done to serve the client.

Class of Individuals: Clients (individuals and registered businesses [incorporated or not]) who contact the Canada Business Service Centres in Ontario, Northwest Territories, Nunavut and Yukon to get business information.

Purpose: This system is used to serve the clients of the Canada Business Service Centres by searching various sources of information to answer an enquiry (in person, telephone and email). Not

every interaction requires a complete client profile. Information is recorded only to the extent required to complete the service interaction. The system also produces a record of the service interaction for statistical reporting purposes. For reporting purposes, the individual identifiers are not used.

Consistent Uses: Only as described above.

The database is not shared outside the Canada Business Service Centres.

Retention and Disposal Standards: Retained for two years and then destroyed.

RDA Number: 98/001

Related PR#: IC SBM 710

TBS Registration: 005295

Bank Number: IC PPU 091

Canada Business Service Centres National Web-Services Information System

Description: The bank of information contains records of both public and private sector clients (individuals and individuals representing companies and associations) who have requested and received web-related information and referral services (such as the "Talk to Us!" web support service), from the Canada Business Service Centres. Information provided by individuals and included in the database may include contact name, address, telephone, fax, email address, language, type of organization, length of time in business, nature of enquiry, and service provided. Client satisfaction information provided on web-based feedback forms is also maintained but is not linked to any personal information volunteered during the session.

Class of Individuals: Recipients of web-related service from the Canada Business Service Centres.

Purpose: Data from the bank is used at an aggregated level to determine and analyze service impact, client profile, service demand and services provided by Canada Business Service Centre staff. Client satisfaction data is rolled-up to a summary level as input to service improvements. Information from this database will only be made available to Canada Business Service Centre personnel to help them respond to clients' requests for business information. Aggregate information is shared with partner organizations.

Consistent Uses: To be used only as outlined above.

Retention and Disposal Standards: Will be retained for two years and then destroyed.

RDA Number: 98/001

Related PR#: IC SBM 710

TBS Registration: 004456

Bank Number: IC PPU 090

Complaints and Enquiries Database

Description: Electronic data bank contains information on individual complaints against businesses. It includes names, addresses and phone numbers of individuals.

Class of Individuals: General public.

Purpose: Monitoring consumer complaint activity; and allows for consistent referrals of handling of similar consumer complaints.

Consistent Uses: Internal tracking of consumer complaints.

Retention and Disposal Standards: Perpetual maintenance as the files are electronic.

RDA Number: 78/005

Related PR#: IC OCA 550

TBS Registration: 001873

Bank Number: IC PPU 032

Complaints and Suppressions – Interference

Description: This bank contains records pertaining to the investigation of complaints and recommended actions for suppression of radio interference. Each file contains the complainant's name and address and the nature of the complaint.

Class of Individuals: General public.

Purpose: Information was obtained to document the manner in which complaints are handled and to provide management with information and technical statistics of radio interference complaints.

Consistent Uses: Only the technical information is released to the Canadian Standards Association and Comité international de standardisation des perturbations de radio as per international arrangements.

Retention and Disposal Standards: These records are retained for 10 years (active for three and dormant for seven). Destruction through agreement with Library and Archives Canada.

RDA Number: 79/002

Related PR#: IC SIT 875

TBS Registration: 003385

Bank Number: IC PPU 020

Complaints Under the Competition Act

Description: The bank contains records of complaints made by the general public concerning offences under the Competition Act.

Class of Individuals: General public.

Purpose: The Competition Bureau receives and records complaints as part of its administration and enforcement of the Competition Act, the Consumer Packaging and Labelling Act, the Precious Metals Marking Act and the Textile Labelling Act. Complaints are examined and may be used to identify areas of concern that require further investigative activity. Accordingly, the Bureau does not issue a report on

each complaint received but rather summarizes its activities in the Annual Report of the Commissioner of Competition.

Consistent Uses: Specific investigation files may be disclosed to the Attorney General for the purpose of laying charges and to law enforcement agencies for carrying out investigations.

Retention and Disposal Standards: Records are retained for 15 years after the case is closed and then transferred to Library and Archives Canada.

RDA Number: 96/013

Related PR#: IC CB 075

TBS Registration: 002709

Bank Number: IC PPU 034

Departmental Boards, Advisory Committees, Agencies, etc., Reporting to Industry Canada Minister

Description: This bank contains brief details of departmental boards, advisory committees, agencies, etc. Details on members of such groups are limited to name, affiliation, address, telephone number, commencement and expiry dates of appointment.

Class of Individuals: Members of above boards, committees, agencies, etc.

Purpose: To advise the Minister of existing and forthcoming vacancies on departmental boards, advisory committees, agencies, etc. for which he has the responsibility to appoint replacements.

Consistent Uses: Results are used as described above.

Retention and Disposal Standards: Retained for five years and then transferred to Library and Archives Canada.

RDA Number: 98/001

Related PR#: IC CPO 400

TBS Registration: 001721

Bank Number: IC PPU 005

Deposit Trust Files

Description: This bank contains information relating to individuals who are regular users of departmental services.

Class of Individuals: General public.

Purpose: This bank serves as an accounting record for those individuals who wish to prepay for services provided by the Department.

Consistent Uses: This bank is also used to determine whether sufficient funds are available before a service is rendered.

Retention and Disposal Standards: Files are retained for six years plus the current year. After this period, inactive files will be destroyed.

RDA Number: 98/001

Related PR#: IC CAS 300

TBS Registration: 000118
Bank Number: IC PPU 029

Documentation Management System Client Operation File Management

Description: This software makes it possible to manage all activities related to radio frequency spectrum licence applications. The software is designed for different users involved in file processing. It is also used to manage files and to transfer files to other districts. This software program has been nationally deployed during the 1999–2000 fiscal year.

Class of Individuals: The information relates to applicants of radio station licences.

Purpose: The information has been gathered in a way to manage the content of the files electronically.

Consistent Uses: None reported.

Retention and Disposal Standards: Twenty years (15 years for active files, 5 for dormant files). Destruction through agreement with Library and Archives Canada.

RDA Number: 79/002

Related PR#: IC SIT 900

TBS Registration: 004152

Bank Number: IC PPU 083

FedNor Youth Internship Program Survey

Description: This bank contains names, addresses, telephone numbers, gender and ages, and it identifies Francophone and/or Aboriginal participants. FedNor/Industry Canada will be maintaining and using the database exclusively.

Class of Individuals: Youth who have or who are currently participating in FedNor's Youth Internship Program.

Purpose: The purpose of this bank is to support management in the development of a program evaluation framework and the measurement of the impact of the program on youth employment and skills development over the long-term.

Consistent Uses: The information gathered will be used by program management to track the youth and survey them at a later date. Such longitudinal information is absolutely necessary, not only for the development of the framework and for the determination of the program's impacts, but also for ongoing management purposes. The information will help determine if FedNor is effectively delivering the program and to guide management in any potential changes that may be required over time.

Retention and Disposal Standards: This information will be retained for six years after the survey has been completed. Destruction through agreement with Library and Archives Canada.

RDA Number: 89/023

Related PR#: IC ROS 610

TBS Registration: 004248

Bank Number: IC PPU 088

Financial System

Description: This bank contains records of funds received or payments made under various sections of the Bankruptcy and Insolvency Act except those in the Name Search Financial System, namely the filing fees by practitioners, the levy from trustees, undistributed assets by trustees and unclaimed dividends by creditors. The information includes the estate number, the name of the estate and the amounts involved. The files are arranged by the estate number generated by the Registration System but can be queried by estate name and are maintained in the head office of the Superintendent of Bankruptcy.

Class of Individuals: Individuals in bankruptcy, in receivership, or who have filed a proposal.

Purpose: The information is obtained pursuant to the legislative requirements of the Bankruptcy and Insolvency Act and the Financial Administration Act.

Consistent Uses: The information is obtained pursuant to the legislative requirements of the Bankruptcy and Insolvency Act and the Financial Administration Act.

Retention and Disposal Standards: Destruction through agreement with Library and Archives Canada.

RDA Number: Under development.

Related PR#: IC OSB 275

TBS Registration: 003554

Bank Number: IC PPU 061

Industry and Technology Development

Description: Covers records related to the promotion of internationally competitive Canadian industries with particular emphasis on the development and diffusion of key science and technological capabilities that enhance industrial competitiveness. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following programs are included: Automotive Components Initiative and Fishery Products Sector Campaign. The types of personal

information that the bank contains are names, addresses and telephone numbers of applicants.

Class of Individuals: The personal information relates to individuals within the business community who have applied for financial assistance to undertake industrial development.

Purpose: Information is collected for the purpose of determining eligibility and to assess the applicant's request for financial assistance.

Consistent Uses: The information is to be used for the purpose outlined in the purpose of the bank.

Retention and Disposal Standards: Retained for six years and transferred to Library and Archives Canada for selective retention.

RDA Number: Under development.

Related PR#: IC IND 130

TBS Registration: 002948

Bank Number: IC PPU 011

Information File on Credit Card

Description: Contains information on Patent and Trade-mark agents, companies and individuals wishing to pay for Canadian Intellectual Property Office (CIPO) services by regularly using their credit card. Information maintained consists specifically of names, addresses, person contacts, phone numbers, names of credit cards, credit card numbers and expiry dates.

Class of Individuals: Patent and trade-mark agents, companies and individuals wishing to regularly use a credit card as a means of payment to cover for CIPO services (approximately 170 on the list).

Purpose: Accounting reference data for those wishing to regularly pay for CIPO services using their credit card. Using this data bank limits the need for our clients to transmit their card number with every transaction. This limits the risk of misuse of a credit card number by any third party who may intercept a communication. Also, referring to this data bank permits a secure and rapid use of faxes, email and/or Internet to transmit a transaction.

Consistent Uses: Used as a reference by employees having to process transactions. Also used as an audit trail authorizing us to process transactions using a specific credit card number.

Retention and Disposal Standards: Data kept by alphabetical order of name of company, agent or individual. Data is updated following any client changes of circumstances. Lists are maintained as an audit trail to the transactions for the time the card is active with us. If a card were to become inactive, the related information would be disposed of after six years.

RDA Number: 97/002

Related PR#: IC CIP 570

TBS Registration: 004042

Bank Number: IC PPU 077

Information Highway Applications Branch – Youth Employment Strategy Programs

Description: This bank contains the names, addresses, telephone numbers, equity information and rated experiences of program for Industry Canada Youth Employment Strategy Programs, including Community Access Program, Youth Employment Program, Computers for Schools' Technical Work Experience Program and NetCorps Canada International. Please note that the bank also contains information for Youth Employment Strategy Programs no longer offered by Industry Canada: Canada's Digital Collections; Information, Science and Entrepreneurship Camps; Notemakers Pilot Projects; and SkillNet.ca.

Class of Individuals: Youth and/or Contractors (for Canada's Digital Collections) who have or who are currently participating in Industry Canada's Youth Employment Strategy Programs.

Purpose: The purpose of this bank is to evaluate the programs' success and measure the impacts of the programs on youth employment and skills development over the long-term.

Consistent Uses: The information gathered will be used by program management to track the youth and to survey them at a later date. Such longitudinal information is absolutely necessary for the determination of the program's impacts, but also for ongoing management purposes, as it will provide vital information on the efficiency and cost-effectiveness of the program. This will be necessary to guide management in any potential changes in program direction that may be required over time.

Retention and Disposal Standards: This information will be retained for five years after the study or survey has ceased or been implemented. Destruction through agreement with Library and Archives Canada.

RDA Number: Under development.

Related PR#: IC SIT 895

TBS Registration: 005068

Bank Number: IC PPU 067

Inquiries and Compliance Activities

Description: This bank contains information on individuals and corporations that have filed a complaint or are the subject of an inquiry or a compliance activity under the Canada Business Corporations Act (CBCA), the Canada Cooperatives Act or the Canada Corporations Act (CCA).

Class of Individuals: Shareholders, creditors, directors, officers or members of the corporation that have filed a complaint or who are the subject of an inquiry or a compliance activity.

Purpose: The information, generally gathered through written complaints or the review of public records and sometimes from other regulators, is usually used in the context of an inquiry or a compliance activity with respect to possible non-compliance with the CBCA or CCA.

Consistent Uses: The information pertaining to the nature of the complaint, the identification of the complainant, the complainant's letter and also information obtained in the context of an inquiry or a compliance activity can be referred to other federal or provincial agencies (securities commissions, police authorities: e.g., the RCMP, the Ontario Provincial Police, the Sûreté du Québec, etc.) and also, with the consent of the complainant, to the corporation or person being the object of a complaint or a compliance activity.

Retention and Disposal Standards: The retention period is six years and then sent to Archives. Destruction through agreement with Library and Archives Canada.

RDA Number: 95/001

Related PR#: IC COR 200

TBS Registration: 003304

Bank Number: IC PPU 050

Inventor, Assignee and Patentee Index Cards

Description: This bank contains an inventory of names of individuals who have invented, acquired by assignment or been granted patents of inventions under the patent program. The information content includes names of inventors, assignees or patentees; titles of the inventions; patent serial numbers and assignment registration numbers. Index cards cover the period from 1927 to 1997, except for applications filed prior to October 1989.

Class of Individuals: Patentees.

Purpose: This bank constitutes a complete inventory of names of individuals who have been granted patents under the patents program or have acquired patent by assignment.

Consistent Uses: The derivative use of this bank is to verify patent numbers of individuals.

Retention and Disposal Standards: Records in this bank are retained at headquarters for an indefinite period.

RDA Number: Under development.

Related PR#: IC CIP 100

TBS Registration: 000126

Bank Number: IC PPU 041

IRAP Science and Technology

Internships – Multimedia Participants

Description: This bank contains names, addresses, telephone numbers, gender, Aboriginal heritage, and if person is a visible minority or disabled. It is a joint initiative with the National Research Council Canada – Industrial Research Assistance Program (IRAP), but Industry will be maintaining and using the database exclusively.

Class of Individuals: Youth who have or who are currently participating in the multimedia component of the IRAP Science and Technology Internship Program with small and medium-sized enterprises.

Purpose: The purpose of this bank is to support management in the development of a program evaluation framework and the measurement of the impact of the program on youth employment and skills development over the long-term.

Consistent Uses: The information gathered will be used by program management to track the youth and to survey them at a later date. Such longitudinal information is absolutely necessary, not only for the development of the framework and for the determination of the program's impacts, but also for ongoing management purposes. This information will help determine if Industry Canada is effectively supporting the program and to guide management in any potential changes that may be required over time.

Retention and Disposal Standards: This information will be retained for three years after the study or survey has ceased or been implemented. Destruction through agreement with Library and Archives Canada.

RDA Number: 98/001

Related PR#: IC IND 130

TBS Registration: 004043

Bank Number: IC PPU 076

Management and Administration

Description: Covers records related to miscellaneous programs that are now under the responsibility of Finance, Personnel and Administration. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The types of personal information that the bank contains are names, addresses and telephone numbers of applicants.

Class of Individuals: The personal information relates to individuals within the business community who have applied for financial assistance.

Purpose: Information is collected for the purpose of determining eligibility and to assess the applicant's request for financial assistance.

Consistent Uses: The information is to be used for the purpose outlined in the purpose of the bank.

Retention and Disposal Standards: Retained for six years and transferred to Library and Archives Canada for selective retention.

RDA Number: 99/004

Related PR#: IC CAS 300

TBS Registration: 002951

Bank Number: IC PPU 010

Media Email List

Description: The database contains the names, email addresses, telephone numbers and company names of registered users of the media email list.

Class of Individuals: Individuals who have self-registered in order to receive news releases, media advisories and upcoming events notifications via email according to the areas of interest that they specify.

Purpose: The registration process allows users to receive information without having to visit the website.

Consistent Uses: The information gathered is used to administer the media email list.

Retention and Disposal Standards: Will be retained as long as the individual is subscribed to the media email list. The record is deleted at the request of the individual or after it has been determined that the individual is no longer receiving the messages. There is no plan to terminate the media email list and so there is no horizon to the retention of active subscriber information.

RDA Number: 98/001

Related PR#: IC CMB 350

TBS Registration: 004233

Bank Number: IC PPU 087

Notices of Directors of Corporations

Description: The bank records the identities of persons who became or ceased to be directors of boards of trade and corporations in accordance with the Boards of Trade Act, the Canada Business Corporations Act, the Canada Cooperatives Act and the Canada Corporations Act. Names and residential addresses of current directors are available to the public via Corporations Canada's database that is available online to the public through Industry Canada's website "Strategis." Copies of the database are available to the public through commercial electronic publishing firms and are also provided to interested federal and provincial institutions. Copies of notices

filed, which include the residential addresses of directors, are made available to the public upon request and at a fee. The information is available through the corporation file. The bank also records any personal information obtained through the Corporate Name Information Form.

Class of Individuals: Directors of corporations and incorporators.

Purpose: The information is obtained in compliance with the reporting requirements of the Boards of Trade Act, the Canada Business Corporations Act, the Canada Cooperatives Act, and the Canada Corporations Act. The information regarding directors of corporations is obtained in compliance with the reporting requirements of the Canada Business Corporations Act. The information obtained through the Corporate Name Information Form is to enable the Director appointed under the Canada Business Corporations Act to make a name decision.

Consistent Uses: The information is to be used for the purpose outlined in the purpose of the bank.

Retention and Disposal Standards: All records are retained for a minimum of six years. Destruction through agreement with Library and Archives Canada.

RDA Number: 95/001

Related PR#: IC COR 200

TBS Registration: 001947

Bank Number: IC PPU 049

Patent Agent Records

Description: This bank, established under the patent program, contains histories of all persons registered to practise before the Canadian Patent Office. Contents include application document, supported by such personal data as education and work experience, other qualifications, patent examination results, complaints and other related correspondence.

Class of Individuals: Patent agents.

Purpose: The bank is used to provide an official historical record of all registered patent agents.

Consistent Uses: None reported.

Retention and Disposal Standards: These records are arranged in numerical order by registration number and are retained in the Department. They are kept for 10 years after last correspondence or failure to re-register.

RDA Number: 97/002

Related PR#: IC CIP 100

TBS Registration: 002113

Bank Number: IC PPU 043

Payments to Contractors – General

Description: This bank contains curricula vitae and agreements for individuals under contract.

Class of Individuals: Individuals under contract.

Purpose: This bank serves as a record of pay and benefits to individuals employed on a personal service contract.

Consistent Uses: This bank is also used for post-audits by the Auditor General.

Retention and Disposal Standards: These records are arranged in numerical order and are retained for six years at headquarters. Destruction through agreement with Library and Archives Canada.

RDA Number: 99/004

Related PR#: IC CAS 300

TBS Registration: 000119

Bank Number: IC PPU 030

Prime Minister's Awards for Teaching Excellence and Prime Minister's Awards for Excellence in Early Childhood Education (ECE)

Description: Covers nomination submissions for the Prime Minister's Awards, which include the following: supporting materials, signed nomination form with names, addresses, telephone numbers of nominated teacher's school or ECE's learning setting and nominator, copy of teaching/ECE certification, and letters of support.

Class of Individuals: The personal information relates to teachers, early childhood educators and school/learning setting administrators.

Purpose: Information is collected for the purpose of awards presented to teachers of kindergarten to grade 12 and early childhood educators.

Consistent Uses: The information is to be used for the purpose outlined in the purpose of the bank.

Retention and Disposal Standards: Retained for six years. Destruction through agreement with Library and Archives of Canada.

RDA Number: 76/020

Related PR#: IC SIT 805

TBS Registration: 002915

Bank Number: IC PPU 001

Professional and Special Services Contracts

Description: This bank is maintained by the Comptrollership and Administration Sector and various sectors and regional offices to record information on professional and special services contracts in compliance with the Financial Administration Act and Treasury Board and internal departmental directives. The files are normally arranged in alphanumeric order.

Class of Individuals: Individuals engaged in professional or special services contracts with the

Department through the National Capital Region and in the regions.

Purpose: The bank is used to administer contracts, to facilitate the selection of consultants and to carry out auditing and evaluation.

Consistent Uses: This bank is used also to make payments where required, to collect receivables, and to perform accounting and administrative functions for the Department.

Retention and Disposal Standards: Retained for six years and then destroyed.

RDA Number: 99/004

Related PR#: IC CAS 300

TBS Registration: 001102

Bank Number: IC PPU 071

Prosecutions Illegal Radio Installations

Description: This bank holds records pertaining to prosecution for illegal radio installations. It contains the name and address of the individual or firm being prosecuted and the nature of the violation.

Class of Individuals: General public.

Purpose: This information relates to persons being prosecuted for Radiocommunication Act offences. Information is collected in order to obtain authority to initiate legal actions.

Consistent Uses: The information is shared with police agencies for the purpose of Radiocommunication Act prosecutions.

Retention and Disposal Standards: Records in this bank are retained for 10 years (active for five and dormant for five). Destruction through agreement with Library and Archives Canada.

RDA Number: 79/002

Related PR#: IC SIT 900

TBS Registration: 003386

Bank Number: IC PPU 022

Radio Operator Certificate Bank

Description: This bank contains a listing by name of amateur and professional radio operators. It may contain date of birth, class of certificate, certificate number and the date of issuance of the certificate.

Class of Individuals: This information relates to radio operators.

Purpose: Information was obtained in order to establish eligibility for radio operator certificates and to maintain a list of amateur and professional radio operators holding certificates of proficiency for the appropriate type of service. Concerning amateur radio operators specifically, the intent was to establish and maintain a list of amateurs' certificate qualifications and call sign information for public dissemination, sharing and reproduction by anyone, in order that all amateurs would be aware that the frequencies and emissions of other

amateurs with whom they may communicate have been authorized to be used pursuant to the Radiocommunication Act.

Consistent Uses: Part of this information is shared with amateur organizations for membership surveys and drives, and with publishers of the Radio Amateur Call Book (Canada and the U.S.) for the name, address and call sign for the purpose of pursuing activities related to amateur radio. Finally, the Department releases certain information concerning amateur radio operators because it wishes to promote the orderly handling of volunteer emergency communications; adhere to its international commitments as a member of the International Telecommunications Union; and foster the efficient communication among all amateurs.

Retention and Disposal Standards: For amateurs, files are retained two years after the licence is invalid, for professionals – 20 years (5 active and 15 dormant). Operators' examination results are retained for five years (active for two and dormant for three). Radio Operator Certificates records are retained for 20 years (active for 5 and dormant for 15). Destruction through agreement with Library and Archives Canada.

RDA Number: 79/002

Related PR#: IC SIT 900

TBS Registration: 003387

Bank Number: IC PPU 019

Radio Station Licensing Data Bank

Description: This bank contains non-broadcasting radio/spectrum licensing information, derived from applications submitted by applicants for radio/spectrum licences. It contains information such as radio frequencies, call signs, emissions, station location and personal data of applicants.

Class of Individuals: This information relates to holders of radio/spectrum licences.

Purpose: Information was obtained in order to license and control the use of all non-broadcasting radio station systems in Canada for the planning and management of the radio frequency spectrum. In particular, this bank is used in the frequency selection process for new or existing stations and in associated electromagnetic compatibility studies. It also provides information needed for the identification of sources of interstation interference, policy formulation and frequency utilization study purposes. It is used extensively to carry out our coordination obligations as per the terms of cross-border sharing arrangements with the United States. The licensee and licence-fee-accounting information is used for the collection of annual licence renewal fees. In most cases,

the information that appears on the face of radio/spectrum licences is available for release upon request. Information such as names and addresses of licensees, assigned radio frequencies, call signs, emissions, band width and power is provided to selected government bodies, persons or companies in connection with frequency coordination procedures for station or system planning, for reference or for similar purposes.

Consistent Uses: Part of this information is shared with the following organizations, agencies and government departments: Fisheries and Oceans Canada to enable them to invoice ship-to-shore services; the Canadian Coast Guard to ascertain whether a vessel has a valid radio equipment licence prior to placing telephone calls or passing traffic; a call sign and/or name is provided to the Search and Rescue Coordination Centre so that vessel/aircraft routes may be established to facilitate the location of lost vessels or aircraft; various agencies and organizations in Canada and the U.S. for coordination of frequencies and system parameters; law enforcement agencies for investigations relating to offences under the Radiocommunication Act; organizations providing radio services to the public in order to establish that their clientele is licensed; equipment suppliers to facilitate the commissioning of their clients' communications systems; and Fisheries and Oceans Canada, National Defence and other organizations to provide information on privately operated non-directional navigation beacons in the interest of safety.

Retention and Disposal Standards: Retained for 30 years and then destroyed.

RDA Number: 79/002

Related PR#: IC SIT 900

TBS Registration: 003388

Bank Number: IC PPU 021

Recipients/Purchasers Assessment of Rap-O-Matics Video

Description: The bank of information contains respondent opinions on the Rap-O-Matics video. Personal information includes age, sex, educational attainment, occupation, place of work, telephone number, city, province and postal code.

Class of Individuals: The public's opinions are being sought. Recipients/purchasers of the video are being interviewed.

Purpose: To provide Industry Canada officers with a knowledge base on the uses and users of the Rap-O-Matics video and discussion guide. To gain an understanding of the effectiveness of promotions undertaken for the product.

Consistent Uses: None.

Retention and Disposal Standards: The questionnaire and raw data will be kept for two years and destroyed thereafter.

RDA Number: 98/001

Related PR#: IC CMB 350

TBS Registration: 003213

Bank Number: IC PPU 016

Regional Development

Description: Covers records related to the promotion of regional economic development. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following programs are included: Federal Economic Development Initiative for Northern Ontario (FedNor), the Community Futures Program in Ontario and the Eastern Ontario Development Program. The types of personal information that the bank contains are names, addresses and telephone numbers of applicants.

Class of Individuals: The personal information relates to individuals within the business community who have applied for financial assistance.

Purpose: Information is collected for the purpose of determining eligibility and to assess the applicant's request for financial assistance.

Consistent Uses: The information is to be used for the purpose of the bank.

Retention and Disposal Standards: Retained for six years and transferred to Library and Archives Canada for selective retention.

RDA Number: 89/023

Related PR#: IC ROS 610

TBS Registration: 002751

Bank Number: IC PPU 009

Registration System

Description: This bank includes all bankruptcies, proposals and receiverships filed under the Bankruptcy and Insolvency Act in Canada. The information content includes personal and business characteristics such as names and addresses, total assets and total liabilities, name of the insolvency practitioner, date of the first meeting of creditors, dates of the bankrupt person's and the estate practitioners' discharges, and the total dividends paid to the creditors. The files are arranged by the estate number generated by the system but can be queried by estate name and are entered through the 14 field offices of the Superintendent of

Bankruptcy. The data is updated into the national base every 24 hours.

Class of Individuals: Individuals and corporations in bankruptcy, in receivership or having filed a proposal.

Purpose: This bank is used to facilitate the regulatory control of the insolvency processes and for trustee monitoring and audit purposes. Statistical reports are also run against the bank.

Consistent Uses: Canada Revenue Agency receives part of the data to facilitate the treatment of income tax returns.

Retention and Disposal Standards: The present bank dates back to 1998. There also exists an historical bank to 1978, but it does not form part of the system. Destruction through Library and Archives Canada.

RDA Number: 2006/010

Related PR#: IC OSB 275

TBS Registration: 003550

Bank Number: IC PPU 058

Strategis Client Tracking System

Description: The bank of information contains records of both public and private sector clients (individuals and individuals representing companies and associations) who have requested and received services related to the Strategis suite of information products and services. Information obtained from individuals and included in the database includes contact name, address, telephone, fax, email, language, service provided and comments on service.

Class of Individuals: Recipients of services from Industry Canada's Strategis line of products and services.

Purpose: Data from the bank is used to determine and analyze service impact, profile of clients, client satisfaction, response time, performance indicator and for other services requested by clients. The information will be used to conduct client surveys related to the use of the Strategis suite of products and services. At the client's request, information in this bank will be used to provide further information in the client's specified area of interest. Information from this database will be made available to Industry Canada personnel for purposes of improving Industry Canada's service to its clientele.

Consistent Uses: To be used only as outlined in purpose of the bank.

Retention and Disposal Standards: Retained for three years and transferred to Library and Archives Canada for selective retention.

RDA Number: 98/001

Related PR#: IC IND 130

TBS Registration: 005155

Bank Number: IC PPU 066

Strategis Registration Database

Description: The database contains the names, addresses and email addresses of registered users of Strategis.

Class of Individuals: Individuals who have self-registered in order to access those areas of Strategis that require registration.

Purpose: The registration process allows users to access restricted or costed information on secured portions of Strategis, and makes it possible for them to use electronic commerce applications and participate in electronic discussion groups such as listservs and forums.

Consistent Uses: None.

Retention and Disposal Standards: Retained for 10 years and then destroyed.

RDA Number: 98/001

Related PR#: IC IND 130

TBS Registration: 004153

Bank Number: IC PPU 084

Student Connections – Participant and Client Information

Description: This bank contains records of students participating in Student Connections (SC) and of public and private sector clients who have received Internet and e-commerce services from SC. Information obtained from students may include name, date of birth, address, phone, email, type of academic institution attending, level completed, field/year of study, languages spoken, equity information, date they entered the program, date they exited the program and hours worked. Information obtained from clients may include name, business name/industry sector, address, phone, fax, email, preferred language and type of service received.

Class of Individuals: Youths participating in the SC program and recipients of SC services.

Purpose: Information collected is used for verification, statistical and evaluation purposes. Information may also be used to provide clients with further program.

Consistent Uses: Information will be used for the purposes of improving management and service of the program.

Retention and Disposal Standards: Data will be retained for five years. Destruction through agreement with Library and Archives Canada.

RDA Number: 99/023

Related PR#: IC SBM 700

TBS Registration: 005257

Bank Number: IC PPU 100

Study on the Causes of Personal Bankruptcy

Description: The information collected in the survey has the following identifiers: name, age, marital status of individual, number of dependents, education, employment history of the individual, and information relating to the financial transactions in which the individual has been involved.

Class of Individuals: Individuals who are in the process of filing a bankruptcy or proposal under the Bankruptcy and Insolvency Act, and individuals who have sought credit counselling.

Purpose: To provide a better understanding of the causes of insolvency for use by the Office of Consumer Affairs in developing information products on personal finances and by the Office of the Superintendent of Bankruptcy for future legislative reforms.

Consistent Uses: Used for legislative and regulatory development.

Retention and Disposal Standards: Will be retained for two years and then destroyed.

RDA Number: Under development.

Related PR#: IC OSB 275

TBS Registration: 003961

Bank Number: IC PPU 072

Surveys of the Office of the Superintendent of Bankruptcy (OSB) Client Needs

Description: The information collected in the surveys will have the following identifiers: name, address, role or involvement in the bankruptcy system (i.e., trustee, debtor, creditor, name search client), language preference for future communications, phone number, and Internet address.

Class of Individuals: Individuals who have been involved in the bankruptcy and insolvency system (e.g., debtor, creditor, trustees) or those who use OSB services (e.g., potential lenders, name search clients).

Purpose: To enable the OSB to improve its existing bankruptcy and insolvency registration and Bankruptcy and Insolvency Act compliance services to meet client needs.

Consistent Uses: Used by OSB management to improve client service and communications with clients.

Retention and Disposal Standards: Will be retained and updated by future client surveys. Destruction through agreement with Library and Archives Canada.

RDA Number: 78/005

Related PR#: IC OSB 275

TBS Registration: 003972

Bank Number: IC PPU 073

Telecommunications Engineering and Certification

Description: Information on memberships in national standards committees on telecommunications and information technology. Data bank also contains listings of organizations involved in standards development and exploitation in Canada.

Class of Individuals: Members in national standards committee.

Purpose: For use in dissemination of information on standards and administering national standards committees.

Consistent Uses: None reported.

Retention and Disposal Standards: Retained for 10 years and then destroyed.

RDA Number: 79/002

Related PR#: IC SIT 915

TBS Registration: 003389

Bank Number: IC PPU 023

Testers of Communication Devices for Persons with Disabilities

Description: This bank contains the names, telephone numbers and opinions of persons with disabilities who have tested communications devices regarding the usefulness of the devices.

Class of Individuals: Persons with disabilities who have tested communications devices developed with the help of funding from the Industry Canada component of the National Strategy for the Integration of Persons with Disabilities.

Purpose: To evaluate the benefits of the devices.

Consistent Uses: None.

Retention and Disposal Standards: Retained for two years then destroyed.

RDA Number: 98/001

Related PR#: IC SIT 805

TBS Registration: 003367

Bank Number: IC PPU 054

UFFI (Urea Formaldehyde Foam Insulation) Homeowner File

Description: This bank was established under the UFFI Assistance Program. The information includes personal and property data such as name, mailing and property address, foam installation information, as well as whether or not the home has been tested and who performed the test.

Class of Individuals: Owners of UFFI-registered dwellings.

Purpose: This bank was used to administer the UFFI Assistance Program and the files are maintained in identification number sequence. Either the individual's name or the identification number is needed to access this information.

Consistent Uses: N/A.

Retention and Disposal Standards: The files are retained indefinitely at the Federal Records Centre.

RDA Number: 89/027

Related PR#: IC IMB 180

TBS Registration: 002109

Bank Number: IC PPU 027

Unsolicited Applications for Employment

Description: This bank maintains an inventory of applications from individuals requesting employment with the Department. The files include completed application forms, letters and curricula vitae of persons seeking employment with the Department.

Class of Individuals: Individuals seeking employment with the Department.

Purpose: The bank is used to review applications of individuals requesting employment with the Department when positions become available.

Consistent Uses: None reported.

Retention and Disposal Standards: Records are retained for six months and then destroyed.

RDA Number: 98/005

Related PR#: IC HRB 050

TBS Registration: 002559

Bank Number: IC PPU 052

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrongdoing in the Workplace

Personnel Security Screening

Relocation

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Classes of Personal Information

Behavioural Research

This class contains reports, studies, field trial evaluations, surveys and interviews involving individual reactions, views and opinions related to the intellectual, creative and productive capabilities of human beings in information communication and related processes, especially human perceptual and cognitive processes, human behaviour and the interaction between people and communications technology. The reports themselves, published or unpublished, reflect collective human behaviour and not personal information about an individual. Personal information may be obtained in the process of preparing a report to establish the identity and credibility of the source. This information is not used for administrative purposes and is not arranged or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the report involved. The retention of information depends on the length of time that is needed for related research. It is active for the fiscal years in which the project is active; otherwise, it is active for the current fiscal year and, thereafter, it is inactive but retrievable for the next two years, after which it is transferred to Library and Archives Canada.

Complaints, Investigations and Inquiries Class (Competition Bureau)

This class contains personal information relating to the administration and enforcement of the Combines Investigation Act, the Competition Act, the Consumer Packaging and Labelling Act, the Precious Metals Marking Act, and the Textile Labelling Act. The material may relate to the legislation in general, or to any category of product or service. Most filing is done according to standard industrial classification coding; the key reference for retrieval purposes is the industry or company involved. There is limited cross-referencing to and recording of incoming correspondence that may contain personal information. (Such correspondence includes complaints and requests for information as well as information obtained from the Canadian Police Information Centre, U.S. Department of Justice and from Organization for Economic Cooperation and Development anti-trust authorities.) Personal information held by the Bureau may be provided to federal or provincial departments and agencies to ensure a proper level of service to the person identified.

Enterprise/Industrial Development and Assistance

The Department and its predecessor departments have administered a number of enterprise/industrial development and assistance programs. These programs have been aimed at encouraging enterprise and industrial development in a wide variety of ways. Personal information may be collected in the course of these departmental activities. Programs and activities that may have involved the storage of personal information include the Program for Export Market Development, the Defence Industry Productivity Program, the Microelectronics and Systems Development Program, the Technology Outreach Program, the Sector Campaigns, including the Prosperity Initiative, the St. Lawrence River Environmental Technology Development Program, the Advance Manufacturing Technology Application Program, the Strategic Technologies Program, the Science Culture Program, the Pharmaceutical Industrial Development Assistance Program, the Credit Reinsurance Program, the Shipbuilding Industry Assistance Program, the Advanced Technology Program-Waterloo Centre for Process Development, the Small Business Investments Grants, the Government Procurement Projects, the Industry Energy Research and Development Program, the Major Crown Projects, Aboriginal Business Canada and its earlier programming, the Western Transportation Industrial Development Program, the FedNor Core Industrial Program, the Rural Small Business Program – FedNor, the FedNor Loan Insurance Program, the FedNor Tourism Program, and Grants and Contributions to non-profit organizations to promote economic cooperation and development.

Personal information may include particulars such as names, addresses, social insurance numbers, financial interests, management capabilities, employment history, remuneration, age, health, marital status and educational background of individuals. Such personal information is stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided such as the program area, the corporate/project name, the location of a facility and the approximate date of submission/award.

Inquiries (Consumer Affairs)

This class contains inquiries concerning the following Acts, which are administered in whole or in part by the Department: the Canada Agricultural Products Standards Act; the Consumer Packaging and Labelling Act; the Electricity and Gas Inspection Act; the Food and Drugs Act; the National Trade-Mark and True Labelling Act; the Precious Metals Marking Act; the Textile Labelling Act; and the Weights and Measures Act. This class contains records on establishments that have been inspected with respect to the requirements or the legislation listed above. It contains inspection and incident reports, complaints, warning letters and other correspondence, and reports of prosecution. The names of individuals who are sole owners of companies appear in the files. These files are kept for several years in order to plan inspection visits and monitor the compliance level in relation to the regulatory requirements of the legislation administered by the Department.

Mailing Lists (Bureau of Corporate Policy and Strategic Planning)

This class of personal information contains the names and addresses of individuals who are on a mailing list to receive specific information or publications on departmental programs and activities. The lists are used by all bureaus to distribute departmental information and to respond to requests by individuals. The lists are updated on a continuing basis. The lists are maintained for a minimum of two years.

Ministerial Correspondence

This class of information contains correspondence addressed to the Minister, the Minister of State, the Deputy Minister and/or the Associate Deputy Minister from external organizations and individuals in the form of requests for information, complaints, opinions and other submissions related to a broad range of policy issues pertaining to Industry Canada's activities, wherein some unsolicited personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were to be provided; it is not arranged or retrievable by personal identifiers. The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Public Opinion Research

This is a class of records generated by departmental officials who conducted public opinion research on a vast spectrum of topics related to the mandate and mission of Industry Canada. Retrievable records consist of data-gathering instruments, such as, but not exclusive to, questionnaires that may contain personal information that reveals the identification of the research subject. Data contained in this class of records are not used for administrative purposes. Individuals seeking access to these records must provide the title of the research project in which they participated, the location and the date of the research, and any other data that may help to identify and locate the personal information they are seeking.

Technological Information Services Requests (Intellectual Property Directorate)

This class includes the names, addresses and telephone numbers of individual inventors and entrepreneurs who have submitted requests for technological information. Also included is background information relating to the requests, the purposes of the requests and the specific areas of interest. The purpose of this service is to provide a technology search to assist in the development of new or improved products and processes and to avoid duplication of research and development. Requests are received via intermediary agencies (such as provincial research councils), and files are maintained by agency, not by name of individual. Requests are retained for a minimum of two years.

Manuals

- Accreditation Standard (S-A-01) (Measurement Canada) "E"
- Accreditation Standard Guide (S-A-01-G) (Measurement Canada) "E"
- Administrative Support Manual (Comptroller)
- Alternative Service Delivery – Work Instruments (Measurement Canada) "E"
- Applicant's Guide: Contributions Program 2006–2007: For Non-profit Consumer and Voluntary Organisations (Consumer Affairs)
- Broadcasting Circulars (BC) (SITT) "E"
- Broadcasting Equipment Standards Procedures (BESP) (SITT) "E"

- Broadcasting Procedures (BP) (SITT) "E"
- Broadcasting Procedures and Rules (BPR) (SITT) "E"
- Bulletin Manual (Measurement Canada) "E"
- Calibration and Certification Procedures for Volume Standards (Measurement Canada) "E"
- Canada Small Business Financing Guidelines, July 2005 (SBPB)
- Canadian Consumer Information Gateway: Administrator's Guide: for partners of the initiative to maintain their respective web document collections (Consumer Affairs)
- Canadian Industrial Designs Classification Standard Manual (CIPO) "E"
- Capital Leasing Pilot Project Guidelines, 2002 (SBPB) "E"
- CATS and DTCS User Manual (Measurement Canada) "E"
- Client Procedures Circulars (CPC) (SITT) "E"
- Contributions – A Practical Guide to Project Contributions Management (Consumer Affairs)
- Delegation of Authorities Standard (C-D-01) (Measurement Canada) "E"
- Delegation of Authorities Program Guide (C-D-01-G) (Measurement Canada) "E"
- Directives of the Superintendent of Bankruptcy (Bankruptcy) "E"
- Employee Orientation Manual (Measurement Canada) "E"
- Field Inspection Manual – Non Automatic Weighing Devices (Measurement Canada) "E"
- Field Inspection Manual – Volumetric Measuring Devices (Measurement Canada) "E"
- Gas – Inspection Procedures (Measurement Canada) "E"
- Guide to the Canadian Care Labelling Program (Competition Bureau) "E"
- Industrial Regional Benefits Guidelines (IRB) (Industry Sector) "E"
- Industry Canada Graphic Standards (Communications) "E"
- Industry Canada Publishing Guide – (Communications) "E"
- Industry Canada Style Guide (Communications) "E"
- Intellectual Property Policy (for the Communications Research Centre) (CRC)
- Internal Procedures Circulars (IPC) (SITT) "E"
- Laboratory Manual for the Evaluation of Non-automatic Weighing Devices (Measurement Canada) "E"
- Manual of Patent Office Practice (CIPO) "E"
- Marketplace Monitoring Guidelines (Measurement Canada) "E"
- MCIS – ASP User Guide (Measurement Canada) "E"
- Measurement Canada Legislation Manual (Measurement Canada) "E"
- P-E-01 Procedures for Calibrating and Certifying Electricity Calibration Consoles Pursuant to the Requirements of S-E-01 (Measurement Canada) "E"
- P-E-02 Procedure for Generating and Issuing a Certificate of Calibration for Consoles Compliant with the Requirements of S-E-01 (Measurement Canada) "E"
- P-EG-01 (revision 1) Electricity and Gas Measurement Dispute Investigation Procedure (Measurement Canada) "E"
- Predatory Pricing Enforcement Guidelines – 1992 (Competition Bureau) "E"
- Preparation and Use of an Ice Point Bath (Measurement Canada) "E"
- Price Discrimination Enforcement Guidelines – 1992 (Competition Bureau) "E"
- Principles and Guidelines for Environmental Labelling and Advertising – 1994 (Competition Bureau) "E"
- Procedures for Conformity Assessment Bodies (SITT) "E"
- Procedures for the Verification and Reverification of Electricity Meters Pursuant to the Requirements of S-E-02 (Measurement Canada) "E"

- Promotional Contests – Section 74.06 of the Competition Act
- Radio Standards Procedures (RSP) (SITT) “E”
- Recommended Practices: Calibration of Mass Standards (Measurement Canada)
- Registration Guide (Measurement Canada) “E”
- Registration Terms and Conditions (Measurement Canada) “E”
- Secretarial Procedures Manual (Human Resources)
- STARS Forms Completion Manual (Measurement Canada) “E”
- Strategic Alliances Under the Competition Act – 1995 (Competition Bureau)
- Terminal Attachment Program Procedures (SITT) “E”
- TPC Policies and Business Procedures (TPC)
- Trade-marks Examination Manual (CIPO) “E”
- Trade-marks Wares and Services Manual (CIPO) “E”

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The departmental library is the research centre of the Department. The library contains a wide variety of publications and reference works. These include books, periodicals, pamphlets, government documents, and items on microfilm or microfiche. The subject matter covered ranges from the fields of administration and management to those of trade and foreign relations. The library is open, for purposes of research, to business people, members of the academic community at the graduate level or higher, and officials of Industry Canada and other federal government institutions. This facility is located at:

Industry Canada
235 Queen Street, 3rd Floor, West Tower
Ottawa, Ontario K1A 0H5

Telephone: 613-954-2728

Industry Canada is committed to making its extensive information holdings and expertise accessible electronically. Corporate and media

information such as news releases, speeches and general information on departmental policies, programs and activities are available on Industry Canada's Corporate Information Site at www.ic.gc.ca. This site also provides links to information resources within the Department and from Industry Portfolio partners.

More information is available at:

General enquiries: 613-954-5031

Publications enquiries: 613-941-5995

Media enquiries: 613-943-2502

Halifax, Nova Scotia (Serving New Brunswick, Prince Edward Island and Newfoundland and Labrador)

Telephone: 902-426-3459

Montreal, Quebec

Telephone: 514-496-1797

Toronto, Ontario

Telephone: 416-973-5000

Vancouver, British Columbia (Serving Yukon)

Telephone: 604-666-5000

Edmonton, Alberta (Serving Manitoba, Saskatchewan and Northwest Territories)

Telephone: 708-495-7892

Reading Room

Industry Canada has designated certain areas as public reading rooms under the Access to Information Act.

Information and Privacy Rights Administration

255 Albert Street, 11th Floor
Ottawa, Ontario K1A 0H5

Telephone: 613-954-2754

Atlantic Region

P.O. Box 940, Station M
1505 Barrington Street, 16th Floor
Halifax, Nova Scotia B3J 2V9

Telephone: 902-426-3459

Quebec Region

5 Place Ville Marie, 8th Floor
Montreal, Quebec H3B 2G2

Telephone: 514-496-1797

Ontario Region

151 Yonge Street
Toronto, Ontario M5C 2W7
Telephone: 416-973-5000

Prairie and Northern Region

725 Canada Place
9700 Jasper Avenue
Edmonton, Alberta T5J 4C3
Telephone: 780-495-4782

Pacific Region

300 West Georgie Street, Suite 2000
Vancouver, British Columbia V6B 6E1
Telephone: 604-666-5000

Infrastructure Canada

Chapter 94

General Information

Background

Infrastructure Canada was created in August 2002 as a separate organization under Schedule 1.1 of the Financial Administration Act, with a mandate to provide a focal point for Federal leadership on infrastructure issues and programs.

In February 2006, Infrastructure Canada and Transport Canada became part of a new portfolio, Transport, Infrastructure and Communities, along with the Canadian Transportation Agency, the Transportation Appeal Tribunal of Canada and 16 Crown Corporations.

Responsibilities

The Department's efforts are focused on improving Canada's local, regional and national public infrastructure to enhance the economic, social, cultural and environmental quality of life of Canadians and the sustainability of cities and communities.

A key element of the Department's mandate is to manage and coordinate funding programs that support public infrastructure initiatives as well as to provide strategic advice and policy direction on related matters. It is also responsible for providing federal leadership and coordination on cities and communities initiatives.

Another key aspect of the Department's mandate is policy development and research. The Department works closely with its key federal partners, as well as stakeholders, to apply and transfer knowledge such as that gained through its research activities in order to promote innovative approaches that respond to the needs of regions and individual communities.

The Department is also responsible for communication and dissemination of information on the federal role and contributions to infrastructure in Canada.

The Department has wide-ranging functions, which include: developing policy to set infrastructure priorities; administering programs to invest in projects nation-wide; working with provinces, territories and First Nations to share a portion of gas tax revenues with communities of all

sizes; strengthening and sharing understanding of infrastructure issues (both inside and outside the Government of Canada) and ensuring that a more comprehensive and accurate knowledge foundation is in place to support informed, evidence-based policy and decision-making; and leveraging effective information management and technology to support the department's requirements and to meet the performance, due diligence and transparency requirements for the infrastructure programs.

Legislation

- Canada Strategic Infrastructure Fund Act

Organization

The Department is headed by a Deputy Head who is supported by four Assistant Deputy Ministers: the Senior Assistant Deputy Minister, Policy and Communications, the Assistant Deputy Minister, Program Operations, the Assistant Deputy Minister, Cities and Communities and the Assistant Deputy Minister, Corporate Services.

Policy and Communications Branch

The Policy and Communications Branch contributes to the mandate of the Department by developing strategic policies, concerning public infrastructure in Canada. The Branch is responsible for research on subjects concerning infrastructure and cities and communities. Through in-depth analysis, including discussions and collaboration with other (orders/levels) of government priorities are identified and appropriate policies are developed. The Branch is also responsible for the communications function of the Department and, in line with this, develops and maintains an active network both within and outside the federal government.

Policy and Priorities Directorate

Provides leadership, strategic advice, and policy and program direction on infrastructure matters including the development of policy and programs parameters for the department's infrastructure programs.

Identifies and assesses infrastructure needs, priorities and funding pressures on a federal level.

Key liaison with provinces, territories and stakeholders, other federal departments and central agencies, on general infrastructure policies and priorities as well as specific larger-scale projects.

Research and Analysis Directorate

Research on priority issues, international infrastructure issues, sectoral expertise (environment, climate change, transportation), coordination and collaboration with researchers inside and outside government on priority issues.

Research and Analysis is responsible for the delivery of the department's two research funding programs: Knowledge-building, Outreach and Awareness (KOA) and Peer Reviewed Research Studies (PRRS).

Communications Directorate

Development and implementation of communication strategies, outreach messaging, speeches, news releases and conferences, media monitoring and analysis, publishing and management of senior correspondence and Access to Information/Privacy requests.

Program Operations Branch

The Program Operations Branch is responsible for Canada's national infrastructure investment program delivery, involving the Infrastructure Canada Program, the Canada Strategic Infrastructure Fund, the Border Infrastructure Fund and the Municipal Rural Infrastructure Fund. The Branch oversees the Department's national infrastructure program delivery frameworks, mechanisms and systems.

Intergovernmental Operations Directorate

Ensuring the implementation of programs and specific major projects announced by the Government of Canada.

Establishing and overseeing the frameworks, mechanisms and systems under which all funds are managed and administered.

Negotiating, developing and managing contribution agreements funded through Infrastructure Canada.

Issues Management Directorate

Identification of trends and developments in physical infrastructures, innovative construction methodologies and materials, and alternative project implementation strategies.

Addressing key aspects, such as risk analysis; business process improvement and automated systems enhancement; environmental stewardship and sustainability; operational and action research; and, innovative engineering, financing and implementation.

Oversight role through monitoring of the program operations contribution programs and reporting on performance.

Establishment of procedures and controls to identify and assess program and project risks.

Cities and Communities Branch

The Cities and Communities Branch works to improve policy integration on socio-economic, environmental, infrastructure and cultural issues related to cities and communities. It also negotiates bilateral agreements with provinces and territories on the federal gas tax fund and public transit fund. As the focal point for the Government's cities and communities agenda, it advises and serves the Minister on issues of national importance to cities and communities.

Corporate Services Branch

The Corporate Services Branch contributes to the mandate of the Department in providing by providing corporate support in IM/IT, planning, finance and contracting, human resources and administration.

It is also accountable for internal audit and evaluation functions.

Information Holdings

Program Records

SIMSI Projects – Public Web Site

Description: Infrastructure Canada's site containing information on all approved and announced projects under the Infrastructure Canada Program. This site complements Infrastructure Canada's main site. The main purpose of this site is to allow the general public and interested parties to access detailed project information under the Infrastructure Canada Program.

Topics: Federal Infrastructure Canada Program applicant and project information. Provides the name of the applicant, description of the project, type of municipality, total eligible costs and the shareholder (federal, provincial, applicant, other)

contributions towards project costs, as well as project milestones and benefits.

Program Record Number: INFC-SPR-005

Infrastructure Canada Web Site

Description: Infrastructure Canada's departmental web site containing information on all programs (Border Infrastructure Fund, Canada Strategic Infrastructure Fund, Infrastructure Canada Program and Municipal Rural Infrastructure Fund). The web site also contains news releases, agreements, publications and a gateway to infrastructure research.

Topics: Border Infrastructure Fund, Canada Strategic Infrastructure Fund, Infrastructure Canada Program and Municipal Rural Infrastructure Fund, Gas Tax Fund, Public Transit Fund, Media Centre, Publications, Infrastructure Research, SIMSI, Related Infrastructure Sites.

Program Record Number: INFC-ICW-010

Shared Information Management System for Infrastructure (SIMSI)

Description: Is a shared web-based information management system that contains information on thousands of projects under the Infrastructure Canada Program (ICP). Its main purpose is to allow project officers and other stakeholders from across the country to register, evaluate and track projects through their lifecycle using a customized system over the Internet.

Topics: Federal Infrastructure Canada Program applicant and project information. Project modules include registration, assessment, decision, tracking, claims, due diligence, closure, audit, environmental assessment, benefit and reporting.

Program Record Number: INFC-SIM-015

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Administration and Management Services

Hospitality

Proactive Disclosure

Relocation

Travel

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Executive Correspondence Management Systems

Hospitality

Personnel Security Screening

Relocation

Travel

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information and Privacy Act.

Requests for further information about the Department and its programs and functions may be directed to:

General Enquiries
Infrastructure Canada
Communications
90 Sparks Street, 6th Floor
Ottawa, Ontario K1P 5B4

Telephone: (613) 948-1148

Toll Free: 1-800-622-6232

Internet: www.infrastructure.gc.ca

Reading Room

In accordance with the Access to Information Act, Infrastructure Canada designated a public reading room at:

90 Sparks Street, 6th Floor
Ottawa, Ontario

International Centre for Human Rights and Democratic Development

Chapter 95

The annual update for this institution was not received for inclusion in the 2007–2008 version of this Info Source publication. The following is from the 2003–2004 version of Info Source.

General Information

Background

The International Centre for Human Rights and Democratic Development was established by an Act of the Parliament of Canada in 1988, and officially inaugurated in 1990. As of April 2000, the Centre is known as Rights and Democracy.

Responsibilities

A Canadian institution with an international mandate, Rights and Democracy is an independent and non-partisan organization which initiates, encourages and supports the promotion, development and strengthening of democratic and human rights institutions and programmes as defined in the International Bill of Human Rights. Its mandate therefore covers civil, political, social, economic and cultural rights, as defined by the Universal Declaration and its two companion covenants.

Legislation

- International Centre for Human Rights and Democratic Development Act

Organization

The Centre is governed by a 13-member Board of Directors, named by the Governor General of Canada. Three members of the Board must be from developing countries.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Centre and its various programs and functions may be directed to:

Rights and Democracy
International Centre for Human Rights and Democratic Development
1001 Maisonneuve Boulevard East, Suite 1100
Montreal, Quebec H2L 4P9

Telephone: 514-283-6073

Facsimile: 514-283-3792

E-mail: ichrdd@ichrdd.ca

Internet: www.ichrdd.ca

Reading Room

1001 Maisonneuve Boulevard East, Suite 1100
Montreal, Quebec

International Development Research Centre

Chapter 96

General Information

Background

The International Development Research Centre (IDRC) was established as a public corporation by the International Development Research Centre Act of 1970.

Responsibilities

IDRC helps developing countries use science and technology to find practical, long-term solutions to the social, economic, and environmental problems they face. Support is directed toward developing an indigenous research capacity to sustain policies and technologies that developing countries need to build healthier, more equitable, and more prosperous societies. It supports research principally in four program areas: Social and Economic Policy; Environment and Natural Resource Management; Information and Communication Technologies for Development; and Innovation, Policy and Science. IDRC is financed by the Parliament of Canada; its policies, however, are set by an international Board of Governors.

Legislation

- IDRC General Bylaw
- International Development Research Centre Act, 1970

Organization

IDRC's head office is in Ottawa where it has an international staff. Regional offices in Asia (Singapore and New Delhi), East Africa (Nairobi), West Africa (Dakar), Latin America and the Caribbean (Montevideo), and the Middle East (Cairo) link Ottawa with developing-country researchers and policy-makers, encourage and assist the development of research proposals, and monitor ongoing projects within their regions.

IDRC's 21-member Board of Governors is appointed by the Canadian government. Under the International Development Research Centre Act, the Chairperson, Vice-Chairperson, and nine other Governors must be Canadian citizens; the other ten are non-Canadians.

The President of the Centre holds the rank of Deputy Minister and is responsible to Parliament through the Minister designated for that purpose by the Governor in Council (currently the Minister of Foreign Affairs). A Management Committee composed of officers appointed by the Board of Governors assists the President in the Centre's operations.

President's Office (PO)

The President's Office supports the President and the Board of Governors and provides a variety of corporate services (e.g., legal, audit, communications).

Program and Partnership Branch (PPB)

The Program and Partnership Branch implements the Centre's program of research support, which is defined in terms of development issues and the knowledge required to address them.

Resources Branch (RB)

The Resources Branch provides administrative support to the Centre's activities.

Information Holdings

Program Records

President's Office

Office of the Secretary and General Counsel

Description: Information on meetings of the Board of Governors and its committees; meetings of the Senior Management Committee; corporate governance matters; employment and labour law; intellectual property; agreements governing the Centre's regional presence; research ethics; conflict of interest; and contractual and legislative requirements.

Topics: Board and management committee meetings, Board meetings, corporate governance, acts, legislation, ethics, regional presence, country agreements.

Access: Corporate Secretary files are arranged by committee or by topic. General Counsel files are arranged by geographic area or by topic.

Format: Paper and electronic format.

Program Record Number: IDR PO 005 and IDR PO 015

Executive Office

Description: General correspondence between the President and partner institutions, international organisations, government agencies, and the general public; information on Centre operations and the President's travel arrangements; President's speeches; Access to Information and Privacy requests.

Topics: Requests for meetings, funding, information; Centre management; institutional collaboration; speeches; travel arrangements.

Access: Files arranged primarily by organisation name or by topic.

Format: Paper and electronic format.

Program Record Number: IDR PO 010

Risk Management and Audit Services

Description: Information on risk management, governance processes, audits, and audit processes.

Topics: Risk management, audits, governance and audit processes.

Access: Files arranged by name of group or regional office, or by topic.

Format: Paper and electronic format.

Program Record Number: IDR PO 020

Communications Division

Description: Information on strengthening support for the institution among key Canadian partners, decision-makers, and policy-makers, and on developing communication strategies and tools to disseminate relevant knowledge and information to key audiences.

Topics: Publications, conferences and symposia, government relations, public relations.

Access: Files arranged by topic or event.

Format: Paper and electronic format.

Program Record Number: IDR PO 030

Program and Partnership Branch

Social and Economic Policy Program Area

Description: Information on research into public policies that help to reduce poverty and enhance social equity in developing countries.

Topics: Democratic processes in governance and peace building; political economy of peace and conflict; poverty monitoring, measurement, and analysis in developing countries; emerging issues in international trade relations; policy responses to globalization; health policies and the delivery of basic public services; gender and development problems, issues and debates.

Access: Files arranged by organisation name, project, or topic.

Format: Paper and electronic format.

Program Record Number: IDR PB 025

Information and Communication Technologies for Development Program Area

Description: Information related to research on, and development of, the effective use of information and communication technologies (ICTs) to address the gap between the information "haves" in the North and the "have nots" in the South.

Topics: Applications of ICTs and knowledge access and transfer; use of networking technologies to improve communication; access to information and impact of research; empowering communities in sub-Saharan Africa, Asia, and Latin America and the Caribbean to apply ICTs to their social and economic development.

Access: Files arranged by organisation name, project, or topic.

Format: Paper and electronic format.

Program Record Number: IDR PB 015

Environment and Natural Resource Management Program Area

Description: Information on research and development about: 1. improving the quality of life of communities in Asia, Africa, and Latin America and the Caribbean (LAC), through more equitable, sustainable, and productive use of land and water resources; and 2. improving human health by better managing ecosystems.

Topics: Secure sources of food and water for the poor in both rural and urban areas; the needs of the rural poor who live in fragile or degraded ecosystems; integrated and participatory approaches to reducing environmental burdens on the urban poor and enhancing the use of natural resources for food, water, and income security; relationship between components of an ecosystem to define and assess priority problems that affect the health of people and the sustainability of their ecosystem; climate change adaptation capacity-building; water governance issues; water demand management strategies and tools in countries of the Middle East and North Africa.

Access: Files arranged by organisation name, project, or topic.

Format: Paper and electronic format.

Program Record Number: IDR PB 020

Innovation, Policy and Science Program Area

Description: Information on policy, partnering, and programming work on science and technology for development; correspondence with grants councils in Canada and abroad on science and technology-related matters.

Topics: Emerging technologies (e.g., biotechnology, genomics, nanotechnology) and the divides; Canadian and international partnering; national science and technology (S&T) and innovation agendas for development; science communication.

Access: Files arranged by organisation name, project, or topic.

Format: Paper and electronic format.

Program Record Number: IDR PB 050

Special Initiatives Division

Description: Information on training and awards; information on research supported by Canadian Partnerships, the Middle East Unit, and other special initiatives that offer unique opportunities to contribute to the mission and goals of the Centre.

Topics: Institutional alliances with constituency groups in Canada with a knowledge-based international outlook; research and internship awards; project-related awards; special initiatives.

Access: Files arranged by organisation name, project, or topic.

Format: Paper and electronic format.

Program Record Number: IDR PB 030

Partnership and Business Development Division

Description: Information on initiating, building, and maintaining key long-term relationships with donors and other institutions committed to the long-term development of Southern research capacities.

Topics: Collaborating with other institutions around the world; business development; resource expansion; knowledge-sharing.

Access: Files arranged by organisation name, project, or topic.

Format: Paper and electronic format.

Program Record Number: IDR PB 085

Bellanet Secretariat

Description: Information and communication technologies (ICT) to broaden collaboration and to increase participation and knowledge diffusion.

Topics: Information-sharing; program planning; program delivery; evaluation.

Access: Files arranged by organisation name, activity, or topic.

Format: Paper and electronic format.

Program Record Number: IDR PB 040

Economy and Environment Program for Southeast Asia

Description: Information on the development and support of capacity building for conducting research on the economics of environmental management.

Topics: Capacity-building; environmental economics; environmental management.

Access: Files arranged by organisation name, activity, or topic.

Format: Paper and electronic format.

Program Record Number: IDR PB 045

Resources Branch

Human Resources Division

Description: Information on developing policies, human resources planning, organizational design and job evaluation, resourcing, employment equity, official languages, training and development, performance management, compensation, rewards and recognition, employee relations, health and wellness.

Topics: Employment; official languages; pensions; insurance; personnel management; salaries and wages; staff relations; training and development.

Access: Files arranged by topic.

Format: Paper and electronic format.

Program Record Number: IDR RB 010

Information and Technology Management Division

Description: Information on maintaining, improving, and replacing information technologies used by the Centre.

Access: Files arranged by topic.

Format: Paper and electronic format.

Program Record Number: IDR RB 015

Finance and Administration Division

Description: Information on accounting, financial management, facilities management, procurement, and conference and hospitality services.

Topics: Accounts; administrative services; budgets; office equipment and supplies; office furniture; staff security; facilities management.

Access: Files arranged by topic.

Format: Paper and electronic format.

Program Record Number: IDR RB 020

Research Information Management Services (RIMS) Division

External Databases

Description: The following databases can be accessed on-line or via the World-Wide Web: IDRIS (IDRC-supported projects); BIBLIO (listing of Library holdings); IMAGES (slides related to IDRC projects); and the IDRC Digital Library (research results and documents generated by IDRC-funded projects, IDRC funding recipients, and IDRC staff on subjects related to international development).

Topics: Research aspects of international development.

Access: By topic or country.

Format: Electronic.

Program Record Number: IDR RB 025

Internal Databases

Description: IDRC maintains a number of databases related to the work of the Centre in supporting research activities to benefit developing countries.

Topics: EPIK (IDRC's research activity management information system); IDB (institutions related to the work of IDRC); HIFI (finances); NavigatER (travel); TAPS (purchasing); EVIS (evaluations); PCR (project completion reports); and Livelink (records management).

Access: By topic, by project, by employee name, or by vendor.

Format: Electronic.

Program Record Number: IDR RB 030

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Administration and Management Services

Automated Document, Records and Information Management Systems

Business Continuity Plans (BCP)

Hospitality

Information Technology Services

Physical Security

Proactive Disclosure

Relocation

Travel

Particular Personal Information Banks

Training and Awards – Program and Partnership Branch

Description: This database contains a record of all individuals (Canadian and non-Canadian) who have been granted an award or received support for training from the International Development Research Centre. The files include the names of applicants, personal information, occupational and professional background, proposed program of study, name and address of the supervisor, and third-party appraisals. The applicant's Social Insurance Number (SIN) is included for the purposes of issuing a T4 form (Statement

of Remuneration Paid). Limited information about family members, when needed for the administration of awards, may also be contained in the files. Data is kept both in paper files and in an electronic database called CENTRA (Centre Training and Research Awards database).

Class of Individuals: Canadian and non-Canadian students, researchers, and professionals having an interest in pursuing research or related work in the field of international development.

Purpose: The information is compiled to evaluate the merits of applicants who have requested funding, and to facilitate administration of funding granted to successful applicants.

Consistent Uses: These files are used to monitor progress; maintain funding schedules; record final reports; and prepare final evaluations of results.

Retention and Disposal Standards: Subject to transfer to Library and Archives Canada six years after closure. Electronic data are retained indefinitely for reference purposes.

RDA Number: 83/002

Related PR#: IDR PB 030

TBS Registration: 001151

Bank Number: IDR PPU 005

Human Resources Inventory

Description: This bank contains an inventory of external applicants for possible employment at the International Development Research Centre. All unsolicited c.v.s are classified according to the established classification system. This inventory is used to identify applicants for recruitment purposes.

Class of Individuals: All applicants requesting employment at IDRC.

Purpose: Repository for applications for employment at IDRC.

Consistent Uses: The system is used to screen suitable applicants for new or vacant positions and to categorize suitable applicants for eventual employment.

Retention and Disposal Standards: The records are retained for six months then destroyed.

RDA Number: 98/005

Related PR#: IDRC RB 010

TBS Registration: 001153

Bank Number: IDR PPE 802

Medical Records

Description: This bank contains the pre-employment examinations, health histories, reports of physical examinations, results of biochemical tests, x-rays, and cardiograms of employees of the International Development Research Centre as well as of family members of staff who are posted

overseas. It also holds records of the physician's or the nurse's notes on employees who present themselves to the unit requesting assistance with non-travel-related health problems. In addition, the bank contains the medical/health records of employees on short-term or long-term disability. The files are arranged in alphabetical order by last name.

Class of Individuals: Past and present IDRC employees, family members of overseas staff.

Purpose: To maintain a health history record of past and present employees of IDRC and of family members of staff posted in the regional offices.

Consistent Uses: This file is used to record health history and medical examinations of employees and family members of overseas staff, to record annual and periodic medical examinations of all employees who travel overseas, and to maintain and update records of required inoculations of all employees who travel abroad.

Retention and Disposal Standards: The records are retained for five years after employment termination then destroyed.

RDA Number: 83/002

Related PR#: IDR RB 010

TBS Registration: 001154

Bank Number: IDR PPE 803

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, and Information Management Systems

Business Continuity Plans (BCP)

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrongdoing in the Work Place

Personnel Security Screening

Relocation

Travel

Manuals

- Authorizations Manual
- Country Procedures Manual
- Management Policy Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the International Development Research Centre under the Access to Information Act must be accompanied by an application fee of \$5.00, payable to the International Development Research Centre.

For general information on IDRC, please contact:

Communications

International Development Research Centre

P.O. Box 8500

Ottawa, Ontario K1G 3H9

Telephone: 613-236-6163

Facsimile: 613-238-7230

Reading Room

In accordance with the Access to Information Act, the Centre's Library provides a public reading room. The library is located at:

150 Kent Street, 2nd Floor

Ottawa, Ontario

Jacques Cartier and Champlain Bridges Incorporated (The)

Chapter 97

General Information

Background

The Jacques Cartier and Champlain Bridges Incorporated was established under the Canada Business Corporations Act on November 3, 1978. Since then, the Corporation has assumed responsibility for the operation, maintenance and administration of the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Expressway. This responsibility had previously been assumed by the National Harbours Board. Effective October 1, 1998, The Jacques Cartier and Champlain Bridges Incorporated came under The Federal Bridge Corporation Limited and assumed responsibility for the operation, maintenance and administration of the federally-owned portion of the Honoré Mercier Bridge and the Melocheville Tunnel. On December 2, 1999, management for the Champlain Bridge Ice Control Structure was transferred to the Corporation.

Responsibilities

The mandate of The Jacques Cartier and Champlain Bridges Incorporated is to operate and maintain the Jacques Cartier and Champlain bridges, the federally-owned portion of the Honoré Mercier Bridge, a portion of the Bonaventure Expressway, the Melocheville Tunnel and the Champlain Bridge ice control structure by undertaking regular and major maintenance work while providing the public with a safe and efficient transit across the structures.

Legislation

- Canada Business Corporations Act
- Financial Administration Act
- The Crown Corporation General Regulations, 1995 SOR/95-226
- The Jacques Cartier and Champlain Bridges Inc. Regulations SOR/98-568

Organization

The Corporation has a Board of Directors, a Management Committee, an Audit Committee, a

Risk Management Committee, a Human Resources Committee and a Steering Committee for the Honoré Mercier Bridge deck replacement project. The Corporation's organizational structure consists of a General Manager and the following services: Construction and Project Management, Engineering, Finance and Administration, Human Resources, Legal Affairs and Procurement, Operations and Maintenance.

Construction and Project Management

This department manages the execution of major construction and rehabilitation works on the Corporation's structures. It ensures, inter alia, the conformity of work with regards to quality, production costs, health and safety on the sites and environmental protection.

Engineering

This department is responsible for the coordination and management of the annual inspections of the Corporation's structures as well as the planning of construction works stemming from these inspections. It establishes the scope of work and oversees the management of professional engineering services for feasibility studies, engineering design work and the drafting of drawings and specifications to carry out major maintenance works through a competitive tendering process.

Finance and Administration

This department is responsible for accounting, financial planning and treasury activities. It ensures the correct use of the Corporation's funds and assets. It also prepares and/or supervises the execution of budgets, financial statements and the corporate plan. It plans the financing of major projects and makes investments for short-term needs. It is also responsible for the management of administrative information and the computer systems of the Corporation.

Human Resources

This department is responsible for the management of human resources, including staffing and compensation, administration of benefits and pension plans, training and development of personnel, work relations and the negotiation of

collective agreements. It is also responsible for occupational health and safety at work.

Legal Affairs and Procurement

This department is responsible for supplying and obtaining legal opinions on all matters which may have legal consequences for the Corporation. It is responsible for elaborating the directives, preparing or reviewing all legal documents involving the Corporation and for overseeing the leases and permits issued by the Corporation. It is also responsible for the Corporation's corporate secretariat and for all calls for tenders issued by the Corporation for its construction and engineering contracts.

Operations and Maintenance

This department is responsible for the regular maintenance works on the Corporation's structures. It oversees activities related to traffic management and, inter alia, manages contracts for snow removal, road cleanup, landscaping and the contract for police services with the Sûreté du Québec on the Jacques-Cartier and Champlain Bridges, the Bonaventure Expressway and the Champlain Bridge Ice Control Structure.

Information Holdings

Program Records

Champlain and Jacques Cartier Bridges

Description: Information about the management, maintenance and administration of the Champlain Bridge, including a portion of the Bonaventure Expressway, and the Jacques Cartier Bridge.

Topics: Bicycle paths, management and maintenance. Major maintenance contracts. Regular maintenance contracts, such as lawn care, road sweeping, work teams, supervision of work teams, snow removal and salt, local paving repairs, replacement of guardrails, cleaning of expansion joints and structures. Operating contracts, such as pavement markings, vehicle towing and repairs, lane signals and lights, remote surveillance, police services. Professional service contracts, such as consulting, legal, communications, auditing, laboratory, informatics, office automation, publishing and graphic production services. Maintenance of structures and power sources: structural inspection and verification, power supply. Road and public safety: remote surveillance, pedestrian access and bicycle paths, fences, road signs, tourism signs, advertising, lighting of structures

and accesses, load limits, special traffic permits, speed limits, transport of hazardous materials, safety programs. Transport and traffic: traffic statistics, traffic forecasts, vehicle detection video system, roadwork planning, traffic control and management, reserved bus lanes (Champlain Bridge), roads and approaches. Environmental management: air, soil and groundwater pollution, visual and noise pollution, PCB and waste snow management.

Program Record Number: JCCBI CHJ 001

Champlain Bridge Ice Control Structure

Description: Information about maintenance, the bicycle path and new transportation technologies.

Topics: Major maintenance contracts, security and bicycle path lighting, studies on the implementation of new transportation technologies.

Program Record Number: JCCBI ES 004

Honoré Mercier Bridge

Description: Information about maintenance.

Topics: Major and regular maintenance contracts such as labour crew. Professional service contracts, such as consulting, and traffic statistics.

Program Record Number: JCCBI HM 002

Melocheville Tunnel

Description: Information about maintenance.

Topics: Major maintenance contracts, regular maintenance contracts, such as work teams and supervision of work teams, professional service contracts, such as consulting services.

Program Record Number: JCCBI TM 003

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Automated Document, Records, Information Management Systems

Budgets

Buildings

Business Continuity Plans

Classification of Positions

Co-operation and Liaison

Employment and Staffing
 Equipment and Supplies
 Finance
 Furniture and Furnishings
 Human Resources
 Information Technology Services
 Lands
 Occupational Health, Safety and Welfare
 Office Appliances
 Official Languages
 Pensions and Insurance
 Personnel
 Physical Security
 Procurement
 Salaries and Wages
 Staff Relations
 Training and Development
 Travel
 Vehicles

Particular Personal Information Banks

Accounts Payable Files

Description: Files contain the names and addresses of firms and individuals; invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation, are filed by the names of the supplier and individuals. Access to this bank will require name, address and date of account.

Class of Individuals: Individuals, firms, employees.

Purpose: The purpose of this bank is to maintain information on the payment of accounts owing to firms or individuals for having provided a service or sold products to the Corporation or for the payment of travel advances and the reimbursement of travel expenses to Corporation employees.

Consistent Uses: Used to substantiate and issue cheques or reimbursement for the aboved-noted expenses, fees, claims and others payments; and for planning, budgeting and audit purposes.

Retention and Disposal Standards: The retention period for original accounts payable vouchers, together with supporting documentation is seven years and then destroyed.

RDA Number: 98/027

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003 and JCCBI ES 004

TBS Registration: 000294

Bank Number: JCCBI PPU 130

Accounts Receivable Files

Description: Files contain the names and addresses of firms and individuals, details of the amounts owing and any supporting documentation to substantiate the account. Access to this bank will require name and address.

Class of Individuals: Individuals, firms.

Purpose: The purpose of this bank is to maintain information on the recovery or payment of monies owing to the Corporation.

Consistent Uses: Billing third-parties for lease or others uses of Corporate lands and structures or for damages incurred to structures.

Retention and Disposal Standards: Seven years and then destroyed.

RDA Number: 98/027

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003 and JCCBI ES 004

TBS Registration: 000295

Bank Number: JCCBI PPU 135

Acquisition Contracts for Supply of Equipment and Materials

Description: This bank contains an estimate of the total cost of the equipment, purchase requisitions and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a contract signed by the contractor and the Corporation, correspondence and documentation for payment of the contract. The filing sequence is by contract number, with a brief description of the contract work appearing on the file cover. Access to this bank will require name, address and document number.

Class of Individuals: Firms.

Purpose: The purpose of this bank is to maintain information on the call and award of contracts for supply of materials and equipment.

Consistent Uses: The information is used for research purposes for future acquisition contracts.

Retention and Disposal Standards: Acquisition contracts are retained for the life of the equipment plus seven years and then destroyed.

RDA Number: 98/027

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003 and JCCBI ES 004

TBS Registration: 00273

Bank Number: JCCBI PPU 025

Acquisition, Sale and Transfer of Land and Immovables

Description: This bank contains information relating to the description of lands and immovables, appraisal reports for the acquisition, transfer or sale of lands and immovables. This bank contains offers to purchase or to sell, name and address of purchasers or vendors, authorization to buy or sell, the price of the transactions as well as a copy of the deed of sale or of purchase. The filing sequence is by transaction with the name of the purchaser or seller appearing on the file cover. Access to this bank will require name, address and document number.

Class of Individuals: Firms, individuals.

Purpose: The purpose of this bank is to maintain information on the sale or conveyance of land, together with any building that might be located thereon, to individuals or firms.

Consistent Uses: The information is used for reference purposes.

Retention and Disposal Standards: 30 years after sale of land or immovables provided 2 years have elapsed since the last activity on the file. Some files can be retained longer for administrative and legal purposes. After semi-active period and according to Corporate needs, files are transferred to National Archives of Canada.

RDA Number: 98/027

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003 and JCCBI ES 004.

TBS Registration: 004473

Bank Number: JCCBI PPU 180

Application for Employment

Description: This bank contains completed employment application forms, résumés, letters of reference and replies to applications.

Class of Individuals: Individuals seeking employment.

Purpose: This bank exists to retain applications for employment.

Consistent Uses: To support decisions regarding the referral of candidates for staffing purposes.

Retention and Disposal Standards: Files are retained for one year from date of receipt and then destroyed.

RDA Number: 98/027

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003 and JCCBI ES 004.

TBS Registration: 001602

Bank Number: JCCBI PPU 181

Claim, Accident Files

Description: This bank includes accident, investigation and claim reports, names and addresses of individuals or firms lodging claims or the names of persons involved in accidents. Access to this bank will require name, address and description of the reason for the claim or the accident.

Class of Individuals: Individuals, firms.

Purpose: The purpose of this bank is to maintain information relating to claims by or against the Corporation, debts due to or owed by the Corporation for damages or remuneration for losses suffered or incurred, motor vehicle accidents, equipment and property damages, fatalities and injuries occurring to individuals.

Consistent Uses: The information is used for reference purposes.

Retention and Disposal Standards: Accidents, fatalities, third-party injuries (other than staff), claims/debts due to or against the Crown are destroyed five years after settlement based on a sampling criterion.

RDA Number: 98/027

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003 and JCCBI ES 004.

TBS Registration: 000293

Bank Number: JCCBI PPU 125

Lease Files

Description: This bank contains information relating to the property to be leased, requests for lease, name and address of person or firm leasing, appraisal report, establishment of amount of rental as well as a copy of the signed lease. The filing sequence is by document number with the name of the lessee appearing on the file cover. Access to this bank will require name, address and document number.

Class of Individuals: Firms, individuals.

Purpose: The purpose of this bank is to maintain information on the leasing of land, buildings, office accommodation and parking facilities by the Corporation as lessee or lessor.

Consistent Uses: The information contained in this bank is used for reference purposes.

Retention and Disposal Standards: 30 years after expiry provided 2 years have elapsed since the last activity on the file. Some files can be retained longer for administrative and legal purposes. After semi-active period and according to Corporate needs, files are transferred to National Archives of Canada.

RDA Number: 98/027

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003 and JCCBI ES 004.

TBS Registration: 004472

Bank Number: JCCBI PPU 175

Licences

Description: This bank contains information relating to licences, name and address of person or firm licensing, establishment of fees and a copy of the document. The filing sequence is by document number with the name of the firm or individual appearing on the file cover. Access to this bank will require name, address and document number.

Class of Individuals: Firms, individuals.

Purpose: The purpose of this bank is to maintain information on the granting of licences to or by the Corporation for such privileges as drainage purposes, and powerline, pipeline and communication line crossing purposes.

Consistent Uses: The information contained in this bank is used for reference purposes.

Retention and Disposal Standards: 30 years after expiry provided 2 years have elapsed since the last activity on the file. Some files can be retained longer for administrative and legal purposes. After semi-active period and according to Corporate needs, files are transferred to National Archives of Canada.

RDA Number: 98/027

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003 and JCCBI ES 004

TBS Registration: 004471

Bank Number: JCCBI PPU 170

Major Maintenance Contracts (Construction, Repairs, Consulting)

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a brief description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. Class of Individuals: Firms.

Purpose: The purpose of this bank is to maintain information on the call for tenders and award of contracts for construction, repair and consulting work related to major projects.

Consistent Uses: These files may be used for research purposes for future contracts.

Retention and Disposal Standards: Legal documents – 20 years; Technical documents – 20 years. Meetings – 10 years; Financial documents – 10 years; General correspondence – five years. Some legal and technical documents essential for each contract are kept indefinitely for research purposes for future work. After semi-active period and according to Corporate needs, files are transferred to National Archives of Canada.

RDA Number: 98/027

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003 and JCCBI ES 004.

TBS Registration: 000298

Bank Number: JCCBI PPU 150

Purchase Orders and Tender Files

Description: Files may contain requisitions for items and assets, specifications or brochure describing the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tender submitted and documentation awarding the purchase order. Access to this bank will require name, address and purchase order number.

Class of Individuals: Firms.

Purpose: The purpose of this bank is to maintain information on the call and award of orders for the purchase or supply of commodities, materials and equipment.

Consistent Uses: These files may be used as research for future purchase requirements.

Retention and Disposal Standards: Seven years and then destroyed.

RDA Number: 98/027

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003 and JCCBI ES 004

TBS Registration: 000297

Bank Number: JCCBI PPU 145

Regular Maintenance, Operation and Professional Service Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisitions and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a brief description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.

Class of Individuals: Firms, individuals.

Purpose: The purpose of this bank is to maintain information on the call and award of regular maintenance contracts, such as lawn care, road sweeping, work teams, supervision of work teams, snow removal and salt, local paving repairs and replacement of guardrails, cleaning of expansion joints and structures. Operations contracts, such as road markings, vehicle towing and repairs, lane signals and lights, remote surveillance and police services. Professional service contracts, such as consulting, legal services, communications, auditing, laboratory, informatics, office automation, publishing and graphic production services.

Consistent Uses: These files may be used for research purposes for future contracts.

Retention and Disposal Standards: Legal documents – seven years. Technical documents – 20 years. Meetings – seven years. Financial documents – seven years. General correspondence – seven years. Some legal and technical documents essential to each contract are kept indefinitely for research purposes for future work. After semi-active period and according to Corporate needs, files are transferred to National Archives of Canada.

RDA Number: 98/027

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003 and JCCBI ES 004

TBS Registration: 000299

Bank Number: JCCBI PPU 155

Suppliers' Files

Description: The bank contains letters of solicitation, names and addresses of firms or individuals and information or literature describing the services or products available from the suppliers. Access to this bank will require name and address.

Class of Individuals: Individuals, firms.

Purpose: The purpose of this bank is to maintain records on suppliers of services or products.

Consistent Uses: The bank is used to select suppliers.

Retention and Disposal Standards: Five years and then destroyed.

RDA Number: 98/027

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003 and JCCBI ES 004

TBS Registration: 000296

Bank Number: JCCBI PPU 140

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning (BCP)

Personnel Security Screening

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Classes of Personal Information

Procurement Section

In the course of conducting the programs and activities of the Procurement Section, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes surplus assets files containing information on the disposal of surplus materiel and equipment, including the declaration of surplus assets, the location of assets, the names and addresses of purchasers and pertinent sales documentation, stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the surplus declaration number and a description of the surplus assets. The retention period for surplus assets files is five years after disposal.

General Administrative Documentation

This class includes correspondence received from external organizations and individuals in the format of requests for information, complaints, comments and suggestions related to a broad range of issues pertaining to the Corporation. The personal information contained in this class normally includes the name and postal address of the enquirer, telephone number and/or e-mail address. This personal information is fragmented throughout the subject files and is normally retrievable only if precise details such as the name, subject and the date of correspondence are provided. The retention periods of these classes of personal

information depend on the record disposal schedules of the general subject files in which they are stored.

Manuals

- Act Respecting Industrial Accidents and Occupational Diseases (Quebec)
- Cahier des charges et devis généraux, MTQ (CCDG)
- Canada Labour Code
- Canadian Electrical Code
- Canadian Highway Bridge Design Code
- Canadian Uniform Traffic Control Devices Manual
- Corporation's By-Law
- Corporation's Policies and Procedures
- Manuel de gestion de projets
- Manuel d'inspection des structures (MTQ)
- National Building Code of Canada
- Normes du MTQ: conception routière, construction routière, ouvrages d'art, abords de route, signalisation routière, entretien, matériaux
- Plan des mesures d'urgence de la Société
- Quebec Highway Safety Code
- Recueil des méthodes d'essai laboratoire des chaussées (MTQ)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to The Jacques Cartier and Champlain Bridges Incorporated under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to The Jacques Cartier and Champlain Bridges Incorporated.

For further information about the functions and responsibilities of The Jacques Cartier and Champlain Bridges Incorporated, please contact:

Access to Information and Privacy Coordinator
The Jacques Cartier and Champlain Bridges Incorporated

West Tower

1111 St Charles Street West, Suite 600
Longueuil, Quebec J4K 5G4

Telephone: 450-651-8771

Internet: www.jccbi.ca

Reading Room

The Jacques Cartier and Champlain Bridges Incorporated

West Tower

1111 St Charles Street West, Suite 600
Longueuil, Quebec

Laurentian Pilotage Authority Canada

Chapter 98

General Information

Background

As a result of recommendations made by a Royal Commission on Pilotage in Canada, the Marine Pilotage Act was assented to by Her Majesty and the Governor-in-Council and proclaimed in force February 1, 1972.

The Pilotage Act created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities – Atlantic, Laurentian, Great Lakes and Pacific are Crown corporations, responsible to Parliament through the Minister of Transport.

The Laurentian Pilotage Authority, a Crown corporation, was established on June 30, 1971, and became effective as of February 1, 1972, governed by the Pilotage Act and Regulations. For the purpose of the Financial Administration Act, the Authority is a corporation specified in Schedule III, Part I of that Act.

Responsibilities

The objects of the Authority are to establish, operate, maintain and administer, in the interest of safety, an efficient marine pilotage service within the region.

Legislation

- Canada Shipping Act
- Pilotage Act and Regulations, RSC, 1985, c. P-14

Organization

Board of Directors

The Authority's board of directors is appointed by the Governor in Council, to a maximum of seven members.

Administration Branch

This Branch provides administrative and financial services as required to operate within accepted corporate business procedures.

Operations Branch

This Branch provides pilotage services by assignment, and dispatches qualified pilots to ships navigating within the Authority's region.

Information Holdings

Program Records

Pilotage Services

Description: Information on the provision of pilotage services within the Laurentian region.

Topics: Dispatching records; pilotage licences; assignments; tariff charges; accident reports; collective agreements; international shipping affairs.

Program Record Number: LPA OPR 005

Tariffs

Description: Pilotage Tariff Regulations and Canadian Transportation Agency decision.

Topics: Information on the setting of tariffs and analysis from Canadian Transportation Agency.

Program Record Number: LPA OPR 010

Board of Directors

Description: Information relating to the appointment of the LPA Board of Directors.

Topics: Privy Council Office appointments, correspondence and résumé.

Program Record Number: LPA BOA 015

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Administration and Management Services

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Staff Relations

Training and Development

Particular Personal Information Banks

Application for Employment File

Description: This bank contains completed application forms, letters and curricula vitae of persons interested in working for the Authority.

Class of Individuals: General public.

Purpose: This is to maintain a record of information relating to applications for employment received from the general public.

Consistent Uses: May be used to validate recruitment decisions and to justify recommendations.

Retention and Disposal Standards: The retention period for this bank is two (2) years and after is destroyed.

RDA Number: 99/024L

Related PR#: LPA PRN 920

TBS Registration: 003685

Bank Number: LPA PPU 025

Marine Incidents

Description: This file contains marine incidents reports and investigations and the name of persons involved in an incident.

Class of Individuals: General public.

Purpose: This bank is to maintain a record of information relating to marine incidents and investigations

Consistent Uses: May be used for statistics purposes and to draw appropriate conclusions regarding pilotage.

Retention and Disposal Standards: The retention period for this bank is ten (10) years and after is destroyed.

RDA Number: 99/024L

Related PR#: LPA OPR 005

TBS Registration: 003688

Bank Number: LPA PPU 035

Board Members

Description: Section three of the Pilotage Act establishes the Authority and defines the composition of its membership. Information in this bank includes orders-in-council appointing them to the board, correspondence and travel expense claims.

Class of Individuals: Members of the public, pilots and representatives of the shipping industry.

Purpose: This bank is to maintain a record of information relating the members.

Consistent Uses: May be used as a reference document.

Retention and Disposal Standards: The retention period for this bank is ten (10) years and after is destroyed.

RDA Number: 98/005

Related PR#: LPA BOA 015

TBS Registration: 003686

Bank Number: LPA PPU 027

Register of Pilots and Apprentice Pilots

Description: This bank contains information on physical characteristics, licences, certificates and marine incidents of pilots and apprentice pilots bound by contract with the Authority and are obtained under the Pilotage Act.

Class of Individuals: General public.

Purpose: This bank retains a register of certificates and qualifications required under the Pilotage Act.

Consistent Uses: May be used to verify that pilots and apprentice pilots meet the requirements of the Pilotage Act as to their ability to carry out their duties.

Retention and Disposal Standards: This bank are retained in our office two (2) years from the date which the pilots or apprentice pilots cease to be employed and then are sent to the National Archives of Canada.

RDA Number: 98/005

Related PR#: LPA OPR 005

TBS Registration: 003687

Bank Number: LPA PPU 030

Classes of Personal Information

In the course of conducting the programs and activities of the Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks previously described in this entry. Such personal information includes identification cards, staffing, training, grievances, official languages, disciplinary measures, occupational safety and health, parking and travelling expenses. This information is store as part of the general subject files, the records of which are not normally retrievable by name of individual or other personal identifier. Specifics must be provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and to whom it was addressed.

The personal information in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject records schedules.

Manuals

- Accident Reports and Investigations
- Collective Agreements
- Dispatching Procedures
- Pilot Licence Register
- Service Contracts
- Working Rules

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Laurentian Pilotage Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Laurentian Pilotage Authority.

Requests for further information about the Authority and its various programs and functions may be directed to:

Laurentian Pilotage Authority
555 René-Lévesque Blvd West, Suite 1501
Montreal, Quebec H2Z 1B1

Telephone: 514-283-6320

Email: apl@apl.gc.ca

Internet: www.pilotagestlaurent.gc.ca

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room The address is:

555 René-Lévesque Blvd West, Suite 1501
Montreal, Quebec

Library and Archives Canada

Chapter 99

General Information

Background

Library and Archives Canada was created on May 21, 2004, by order of the Governor in Council. Bill C-8, the Library and Archives of Canada Act, was proclaimed on April 22, 2004. Library and Archives Canada is an innovative knowledge institution that combines the collections, services and staff of the former National Library of Canada and National Archives of Canada. Our objective is to provide all Canadians with easy, one-stop access to the broadest collection of information about Canada, including the texts, photographs, artwork and other documents that reflect their cultural, social and political development. As part of our mandate, we work closely with other archives and libraries to acquire and preserve Canada's documentary heritage in all its forms.

Responsibilities

Library and Archives Canada is responsible for preserving the documentary heritage of Canada for the benefit of present and future generations; serving as a source of enduring knowledge accessible to all; contributing to the cultural, social and economic advancement of Canada as a free and democratic society; facilitating in Canada cooperation among communities involved in the acquisition, preservation and diffusion of knowledge; and serving as the continuing memory of the government of Canada and its institutions.

Legislation

- Legal Deposit of Publications Regulations (revised January 1st, 2007)
- Library and Archives of Canada Act (SC 2004, c.11)

Organization

Communications

The Communications Office includes four sections: strategic communications and media relations, marketing and advertising, publishing, and internal communications. The Office promotes the strategic objectives of the organization by providing

integrated and proactive communications support, ensures that Library and Archives Canada's communications activities are aligned with and responsive to corporate priorities, and provides strategic advice and support to individual program areas.

Corporate Management and Government Records Sector

Corporate Management provides advice, assistance in Human Resources Management and Financial Management, as well as common services such as Audit and Evaluation, Senior Integrity Officer, Accommodation and Security, Records Management and the Staff Resource Centre.

Government Records supports federal institutions in the management of information and knowledge. Its primary functions include the responsibility for the disposition of federal government records, the acquisition of federal government archival records, accessibility related to federal government archival records, Recordkeeping (RK) strategies which support the development of a government-wide RK program, RK solutions which develop guidance, tools and training to help departments implement RK policies and programs and RK services which include the Federal Records Centres.

Documentary Heritage Collection Sector

The Documentary Heritage Collection sector ensures that Canada's documentary heritage is collected, safeguarded and organized for current and future uses. Its functions are collection development, organization, and care of collections.

Information Technology Branch

The Information Technology Branch (ITB) provides information technology (IT) services to Library and Archives Canada (LAC) sectors, develops and maintains applications, provides informatics infrastructure management, supports networks and desktop services, supports digital media preservation technology, and supports LAC as well as their clients in Canada and abroad.

Office of the Librarian and Archivist of Canada

The Librarian and Archivist of Canada is responsible for all matters relating to Library and Archives Canada. An active member of various national and international committees, the Librarian and Archivist of Canada reports to Parliament through the Minister of Canadian Heritage.

Programs and Services Sector

Portrait Gallery of Canada

The Portrait Gallery of Canada is a new institution that falls under the administration of Library and Archives Canada. This institution and its site are in the development stage. The Portrait Gallery of Canada is responsible for leadership in all aspects of the development, implementation and administration of a nationally and internationally recognized portrait gallery. Its focus is on the men and women, from all walks of life, who have helped to shape and who continue to shape Canada. The institution consists of Acquisitions and Research; Strategic Initiatives and Planning; Exhibitions and Interpretation; and Outreach.

Programs Branch

Library and Archives Canada (LAC) designs and delivers interpretive programs and public activities through a variety of media to make the documentary heritage of Canada known to Canadians. By promoting and giving meaning and context to the LAC collection, LAC strengthens Canadians' collective understanding and appreciation of the nation's past, present and future. Through these programs, Canadians and those interested in Canada gain new knowledge, understanding and appreciation of the Canadian experience.

Services Branch

Library and Archives Canada (LAC) information services, consultation services, rights management (including Access to Information and Privacy, personnel records and rights clearance) and lending services make it easier to access Canada's documentary heritage. These services are used by the general public, both in Canada and abroad, for research and education purposes; government employees; and other libraries and archives.

Based on client needs and preferences, these services are available through many channels, including in person, by telephone, regular mail, email and the Internet.

Strategic Office

The Strategic Office coordinates and develops a coherent, corporate vision and provides strategic direction for Library and Archives Canada (LAC). This strategic direction forms the basis of corporate objectives and priorities. The Office also ensures that LAC activities are aligned with organizational goals.

The Strategic Office provides strategic focus on national and international roles by leading, assisting, coordinating and drawing on planning and policy work in the areas of strategic planning and policy, rights policy, Multicultural and Aboriginal Heritage initiatives. The Office also ensures the successful long-term transformation of LAC.

Information Holdings

Program Records

Communications Sector

Communications (Public Affairs)

Description: Information on cultural events (publication of What's On/Live at 395 Wellington), site visits, conferences and exhibitions, stakeholder and partner relations, fundraising, volunteer liaison and related public relations work.

Topics: Production steps – planning, implementation and costs.

Program Record Number: LAC COM 025

Library and Archives Canada Mailing List

Description: Client-based mailing list of 88 separate categories held in AMICUS. Purpose is for distribution of LAC publications.

Topics: Publications, management Information.

Format: Online.

Program Record Number: LAC COM 005

Publications Inventory List

Description: Library and Archives Canada Publications listing and indexing on Q & A. Database purpose is to track and manage LAC publications.

Topics: Publications, management Information.

Format: Online.

Program Record Number: LAC COM 010

Professional Development Services

Description: Information relating to courses, workshops, publications, audiovisual materials and other documentation on the principles and practices of managing recorded information.

Topics: Education and training; communications.

Program Record Number: LAC CM 180

Corporate Management and Government Records Sector

Acquisition and Control – Government Records

Description: Information on the Government Records Appraisal and Disposition Program, including how archival records of the Government of Canada are appraised, disposed of, acquired, selected, arranged, described and conserved. This includes records in all media.

Topics: Appraisal, disposition and acquisition procedures and policies; transfer of archival records guidelines; consultations and liaison with government departments, crown corporations and other countries; Records Disposition Authorities and Agreements to Transfer; records retention and disposal schedules; microfilming proposals from federal government institutions.

Program Record Number: LAC CMGR 015

Archival Operations

Description: Correspondence of a general nature related to Archival Operations Division.

Topics: Conditions on access to material; internal research studies and projects; conservation of holdings.

Program Record Number: LAC CMGR 011

Council of Federal Libraries Consortium

Description: Information on member libraries and commercial vendors and suppliers of library and information resources and services related to the Consortium's function of using its collective purchasing potential to realize cost savings for its members in the acquisition of goods and services.

Topics: Meetings – Consortium Advisory committee; elections of advisory committee members; agreements negotiated with vendors; library profiles; surveys on cost-savings and products; electronic discussion list; e-book committee; website; marketing strategies.

Program Record Number: LAC CMGR 135

Council of Federal Libraries Secretariat

Description: Information on meetings, workshops, projects, publications of the Council of Federal Libraries and its action committees and working groups, and other activities related to its function of assisting the Librarian and Archivist of Canada in coordinating federal library services.

Topics: Meetings – council, steering committee; action committees and working groups; workshops – information management topics, copyright, fees for services, automation; elections of steering committee members; publishing plans and

publications information series packages, newsletter, annual reports, website, electronic discussion list.

Program Record Number: LAC CMGR 010

Evaluation of Recordkeeping Programs

Description: Information relating to the evaluation and effectiveness of recordkeeping programs in conformity with Library and Archives Canada legislation and Treasury Board policy.

Topics: Internal audit and evaluation guidelines; strategies for the sound management of government information.

Program Record Number: LAC CMGR 185

General Operations

Description: Information on the records management function, and on the coordination of the services of the federal libraries.

Topics: Correspondence with the Minister, Treasury Board and other central agencies; publications; planning; evaluation and audit; operational training.

Program Record Number: LAC CGMR 005

Management of Information Holdings

Description: Information relating to the management of recorded information by means of legislation, policies, standards and practices for common administrative records.

Topics: Include disposition schedules and guidelines.

Program Record Number: LAC CGMR 175

Manitoba Region Federal Records Centre – Inquiries on: Personnel Information Files

Description: Personnel information collected during the course of former civilian employees' terms in the Federal Public Service.

Topics: Individuals' employment history with Federal departments; pension details (if available), as well as personal information.

Access: These files are arranged by locator number. Personnel records for former Civil servants are retained for eighty years dating from the individual's birth date, after which most of them are destroyed. A few selected personnel files of former Civil Servants dating from 1885 have been retained.

Program Record Number: LAC CGMR 165

National Capital Region Federal Records Centre – Inquiries on: Personnel Information Files

Description: Personnel information collected during the course of former military employees' terms of employment in the Canadian Armed Forces.

Topics: Individuals' employment history with the military units with which he or she served; pension details (if available), as well as personal information.

Access: These files are arranged by locator number.

Program Record Number: LAC CGMR 170

Records of Former Government Institutions

Description: In accordance with subsection 13(4) of the Library and Archives of Canada Act whereby records of former government institutions whose functions have ceased are now under the care and control of Library and Archives Canada.

Topics: Records of the Law Commission of Canada which was dissolved in December 2006, the Millennium Bureau of Canada which was dissolved in 2001, and Queens Quay West Land Corporation which was dissolved in March 31, 2006.

Access: These records are arranged by government department, file titles, file numbers, container numbers and/or exact time frames.

Program Record Number: LAC CGMR 190

Regional Information Management Services – Inquiries on: Federal Records Centre Operations

Description: Information relating to the provision of safe and economical storage facilities for dormant and essential records, electronic media, personnel and personnel-related records of former civilian and military federal employees.

Topics: Reference services and research inquiries; organization of holdings; disposition schedules; re-boxing of holdings for preservation.

Program Record Number: LAC CGMR 155

Documentary Heritage Collection Sector

Acquisitions

Description: Information on the acquisition of Canadian and non-Canadian publications by Library and Archives Canada.

Note: Related to "Legal Deposit – AMICUS Database", Program Record Number: LAC DHC 140, and to "On Order/In Process Database: AMICUS Database", Program Record Number: LAC DHC 080.

Topics: Compliance with the Library and Archives of Canada Act (Legal Deposit); commercial and non-commercial publishers; government publishers; material published in Canada, issued by a Canadian author or dealing with a Canadian subject; gifts and deposits of library materials; purchase of library materials – order requests and orders received.

Format: Online.

Program Record Number: LAC DHC 030

Acquisitions and Accessions – Audio-Visual

Description: Information on the acquisition, description and specialized access to films, videos and sound recordings (including oral) of historical value and national interest selected for permanent preservation at Library and Archives Canada.

Topics: Description of preservation standards; appraisals of collections; purchases and donations; negotiations and agreements with the public and donors; exchanges with archival institutions.

Access: These files are arranged by fonds and collection/donor name.

Program Record Number: LAC DHC 035

Acquisitions and Accessions – Cartography, Architecture and Geomatics

Description: Information relating to the acquisition, the arrangement, the description and the preservation of cartographic, architectural and geomatic records including general maps of Canada and the world, maps printed in atlases and books, federal and provincial Canadian map series, foreign maps, globes, atlases, aerial photographs, various architectural and engineering plans, and geomatic data.

Topics: Appraisals of collections; negotiations and agreements with donors and government departments; auctions and offers of maps.

Access: The files are organized by subject, donor name or collection title.

Program Record Number: LAC DHC 055

Acquisitions and Accessions – Political and Social Archives

Description: Information on private textual archives and records to be selected, retained, organized and preserved by Library and Archives Canada (LAC).

Topics: Record acquisitions; negotiations, evaluations and agreements with collectors, the public and donors; contacts for acquisition purposes; transfer of records procedures; organization, physical and intellectual control of manuscript collections, exchange with the community.

Access: The files are organized by subject, donor name or institution and collection title.

Program Record Number: LAC DHC 070

Acquisitions, Research and Control – Documentary Art and Photography

Description: Information on the acquisition, the arrangement, the preservation and the storage of pictorial and iconographic records such as

paintings, medals, drawings, posters, stamps and heraldry as well as photographic documents organized for preservation, cataloguing and storage.

Topics: Evaluations, negotiations and agreements with photographers, members of the public and donors; biographies of historical and contemporary artists and photographers; inventories; research and acquisition projects; contacts in the private sector; information on the nature, the source and the location of each collection; transfers; organization, storage and control of photographic records.

Access: These files are arranged by subject, donor, collection, individual accession and by name.

Program Record Number: LAC DHC 100

Anglo-American Cataloguing Rules (AACR)

Description: Information on the development and revision of the Anglo-American Cataloguing Rules (AACR) and the work of the Joint Steering Committee (JSC) for Revision of AACR.

Topics: AACR 1st edition; AACR 2nd edition; JSC meetings; amendments to AACR.

Access: AACR files arranged by edition and chapter number; JSC meetings by JSC numbering system.

Format: Paper and Online.

Program Record Number: LAC DHC 060

Audio Visual Archives

Description: General information on the functions of this sector, which includes acquisition procedures and policies, organization, description and preservation of records of historical value.

Topics: Conditions on access to material; exchanges and agreements; loans; special projects; cataloguing.

Program Record Number: LAC DHC 105

Canadian Children's Literature Service

Description: Information on Canadian literature, libraries and library services for children and young adults. The service includes a separate collection of 142,000 children's titles; lists of Canadian books for children and young-adults by year of publication; lists of award-winning books, thematic book lists including the annual electronic and print versions of Read Up On It – a selective bibliography; electronic products and services; literary archives for selected Canadian children's authors and illustrators; biographical files; collection of Canadian and foreign posters; and PIKA, a Canadian children's literature database with fiction subject-headings.

Topics: Canadian books for children and young adults, French and English books; children's reference books; children's periodicals, book selection, biographical information.

Access: Books filed by subject (Library of Congress classification system) with access through AMICUS (the LAC catalogue-listing database) and in-house catalogue (to 1993) and book lists by year of publication (since 1984).

Format: Slides (by illustrator, title and year).

Program Record Number: LAC DHC 115

Canadian Directories

Description: INMAGIC database used to produce the print publication Canadian directories, 1790–1987: A bibliography and place-name index.

Topics: Reference Services.

Format: Diskette.

Program Record Number: LAC DHC 005

Canadian Information by Subject

Description: Provides Web links to information about Canada from Internet resources around the world. Websites are organized by subject and indexed by name.

Topics: All disciplines, Canadian content or origin.

Format: Online.

Program Record Number: LAC DHC 185

Canadian International Standard Book Number (ISBN) Publishers' Directory

Description: Contains information concerning ISBN prefixes assigned to publishers as well as their coordinates.

Topics: Canadian publishers and ISBN prefixes, publishing in Canada.

Format: Online.

Program Record Number: LAC DHC 010

Canadian Music Periodical Index (CMPI)

Description: CMPI is an index to Canadian music periodical literature, which provides bibliographic sources for information on all aspects of musical activity in Canada. In 1999, CMPI expanded to include articles pertaining to non-Canadian subjects published in Canadian music journals, newsletters and magazines. Nearly 500 periodicals, from the late 19th century to the present, have been indexed.

Topics: Music Geographic Coverage: Canada.

Format: Online.

Program Record Number: LAC DHC 160

Canadian Newspapers on Microform held by Library and Archives Canada

Description: List of Canadian newspapers (including student, ethnic and native) with Library

and Archives Canada holdings. Microcomputer-based in MS WORD.

Note: Available on the Library and Archives Canada's website.

Topics: Newspapers, reference services.

Format: Online.

Program Record Number: LAC DHC 020

Canadian Poetry Archive

Description: The Canadian Poetry Archive features selected poems from over 100 early English-and French-language Canadian poets.

Note: Available on the Library and Archives Canada's website.

Topics: Canadian literature.

Format: Online.

Program Record Number: LAC DHC 025

Canadian Theses

Description: Information on the Library and Archives Canada program ensuring access to and preservation of theses and dissertations in various formats accepted by Canadian universities.

Note: Available on the Theses Canada Portal.

Topics: Acquisition of theses; preservation of theses; electronic theses; microfilming.

Format: Online.

Program Record Number: LAC DHC 110

Canadiana: The National Bibliography

Description: A component of the online AMICUS database containing bibliographic and authority records describing material published in Canada, issued by a Canadian author or dealing with a Canadian subject. This database contains all Canadiana acquired by Library and Archives Canada, from early Canadiana to most recent items. Contains over 2,000,000 bibliographic and authority records.

Topics: All disciplines.

Format: Online, CD-ROM, FTP files.

Program Record Number: LAC DHC 165

Cataloguing Programs

Description: Information on the cataloguing operations of Library and Archives Canada.

Topics: Cataloguing policies and standards; workflow and turnaround time reports; performance measurement system; backlog count reports.

Format: Statistical records, related to the processing time analysis system and performance measurement system, are in machine-readable form.

Program Record Number: LAC DHC 050

Cataloguing-in-Publication (CIP)

Description: The CIP program catalogues Canadian books prior to publication. This

cataloguing information is printed in the book at the time of publication. The CIP data gathered through the program are made available through the New Books Service Web product.

Topics: Completed CIP application forms from publishers; CIP statistics; CIP agent library contracts; foreign CIP programs; and CIP publicity.

Access: Application forms arranged by publisher.

Program Record Number: LAC DHC 040

Conser Database

Description: A component of the online AMICUS database containing MARC (Machine-Readable Cataloguing) records for Canadian serials. The North American CONSER (Cooperative Online Serials) database is maintained on the On-line Computer Library Center system located in Dublin, Ohio. Library and Archives Canada is responsible for maintaining the Canadian records. Includes records for serials published by the federal government of Canada. Contains about 100,000 bibliographic records.

Topics: All disciplines.

Format: Online.

Program Record Number: LAC DHC 210

Directory of Special Collections of Research Value in Canadian Libraries

Description: List of collections that are recognized by their home institution, and by others, as an important resource at the regional and/or national level. The aim for each collection is generally to be exhaustive: to include any significant works of recorded knowledge, in all relevant languages, for a necessarily defined and limited subject field.

Note: Available on Library and Archives Canada's website.

Topics: Special collections.

Access: The directory is searchable by keyword, and can be browsed by subject, collection name, and name of home institution.

Format: Online.

Program Record Number: LAC DHC 230

Disc-O-Logue

Description: Database of French-language popular music recordings available in Canada from the mid-1950s to the mid 1980s.

Note: Available on Library and Archives Canada's website.

Topics: Originating department or agency: research and information services, Library and Archives Canada; music.

Format: Online.

Program Record Number: LAC DHC 045

Documentary Art and Photography

Description: General information on Documentary Art/Photography, which include acquisition

procedures and policies, organization, description and preservation of records of historical value.

Topics: Loans of pictures; colour transparencies and photographic documents; conditions on access to material; internal research projects; selection of material for exhibitions; exchanges and agreements.

Access: Arranged by artist name.

Program Record Number: LAC DHC 099

Electronic Collection

Description: An archive of Canadian monographic and periodical Internet publications collected since 1993.

Note: Available on Library and Archives Canada's website.

Topics: All disciplines.

Format: Online.

Program Record Number: LAC DHC 021

Environmental Monitoring

Description: Temperature and relative humidity data collected by SMARTREADER dataloggers, which are deployed in collection areas and exhibit cases as, required. When monitor is removed from exhibition or collection, data is transferred to hard disc for analysis. Raw data is not typically retained once graphed/analysed. Short summary reports exist as MS Word files.

Topics: Preservation of Library Materials.

Format: Paper, diskette.

Program Record Number: LAC DHC 225

Gifts and Major Acquisitions Database

Description: Contains information about major acquisitions bought and gifts received by Library and Archives Canada.

Topics: All disciplines.

Format: Online.

Program Record Number: LAC DHC 220

Government of Canada Web Archive

Description: Provides archived websites of the Government of Canada from 2006 onwards, indexed by name and website URL.

Note: Available on Library and Archives Canada's website.

Topics: Websites of all departments, agencies, and commissions of the Government of Canada.

Format: Online.

Program Record Number: LAC DHC 041

Index to Federal Royal Commissions

Description: Index to reports, briefs, submissions working papers and other relevant material associated to Federal Royal Commissions available at Library and Archives Canada.

Note: Available on Library and Archives Canada's website.

Topics: Government Publications.

Format: Online.

Program Record Number: LAC DHC 120

Index to Sound Recordings – INMAGIC

Description: Discographic information (title, composer, performer, label, issue number, matrix number) for 45 rpm, 78 rpm and cylinders in the Music Division Collections. Microcomputer-based on INMAGIC.

Topics: Music.

Format: Online.

Program Record Number: LAC DHC 170

Inquiries on Books and Records Conservation

Description: Information relating to the preservation and restoration services for rare books, manuscripts, maps, atlases, posters and other paper and leather bound archival material.

Topics: Book, map, poster and paper records restoration; mass deacidification; conservation training program.

Program Record Number: LAC DHC 205

Inquiries on Photography Services

Description: Information relating to photographic and electrostatic reproductions of records held in Library and Archives Canada.

Topics: Film preservation; photographic assignments; black and white and colour reproductions.

Program Record Number: LAC DHC 195

Inquiries on Prints and Drawings Conservation

Description: Information relating to the preservation and restoration services for pictorial and iconographic records such as art on paper, oil paintings, photographic records, medals.

Topics: Include conservation methods and studies for watercolours, prints, photographs and medals.

Program Record Number: LAC DHC 200

Inquiries on Technical Operations (Audio-Visual)

Description: Information relating to the preservation of moving image and sound recording.

Topics: Preservation standards; procedures and practices.

Program Record Number: LAC DHC 215

International Organization for Standardization (ISO)

Description: Information on the work of various committees and subcommittees of the International Organization for Standardization on documentation and related standards.

Topics: Technical committees and working groups concerned with standards for information and documentation (ISO/TC46 and its subcommittees).

Access: Files arranged by International Organization for Standardization (ISO) committee and/or standard number.

Format: Paper and Online.

Program Record Number: LAC DHC 130

International Standard Numbering Programs

Description: Assignment of International Standard Book Numbers (ISBN) and International Standard Music Numbers (ISMN) to publishers; assignment of International Standard Serial Numbers (ISSN) to individual serial publications.

Topics: Canadian publishers and ISBN, ISMN and ISSN prefixes, publishing in Canada.

Program Record Number: LAC DHC 065

Jacob M. Lowy Collection

Description: Three thousand volumes of rare and old printed Hebraica and Judaica spanning more than five centuries; two hundred original Hebraic manuscripts, primarily from nineteenth and twentieth century Yemen; microforms of manuscript holdings of selected European and American institutions; a specialized reference collection of around twenty-five hundred volumes.

Topics: Religious and secular works, with a concentration on incunabula, editions of bibles and the historian Josephus, rabbinic literature, religious law, mysticism, liturgy; Hebraic bibliography and the history of Hebraic printing.

Access: Through AMICUS (Library and Archives Canada's catalogue listing database) in conjunction with printed guides. Consultation in the Lowy Room, 2nd floor.

Program Record Number: LAC DHC 145

Jacob M. Lowy Collection Conservation Survey – MS Access

Description: Description of conservation requirements for 2,500 Lowy books. Computer-based on Microsoft Access.

Topics: Rare Hebraica and Judaica.

Access: Library and Archives Canada conservators and Lowy Curator.

Format: Diskette.

Program Record Number: LAC DHC 240

Legal Deposit – AMICUS Database

Description: Machine-readable bibliographic and acquisition records for Canadian imprints, in all formats and languages, received by Library and Archives Canada under the legal deposit provisions of the Library and Archives of Canada Act. Records are created, stored and managed on the AMICUS acquisitions system.

Note: Related to Acquisitions system.

Program Record Number: LAC DHC 030.

Topics: All disciplines.

Format: Online.

Program Record Number: LAC DHC 140

Literary Archives

Description: Information on Canadian authors, other individuals involved in Canadian literature and small literary presses whose archives are held by Library and Archives Canada; finding aids for many of these archival fonds; list of archival fonds titled Literary Manuscripts: A Guide to the Literary Fonds at Library and Archives Canada; lists of sound recordings, videos, photographs and posters.

Topics: Literary archival fonds: including correspondence, manuscripts, professional and personal memorabilia, audio recordings, video recordings, photographs and posters. Literary Manuscripts: A Guide available in print version and on the Internet on the Library and Archives Canada website.

Access: Fonds records are arranged alphabetically and fonds number, fonds arranged individually according to content: finding aids available in print version and many available electronically. Biographical and critical files composed mainly of clippings from newspapers and journals.

Program Record Number: LAC DHC 135.

Literary Manuscripts Collection Index to Correspondence

Description: Index that provides information on correspondence in Literary Manuscripts Collections. Microcomputer-based in MS Access. Some correspondence on cards or MS WORD documents; input in MS Access is ongoing.

Topics: Literary manuscripts, Canadian writers, Canadian publishers, Canadian literature.

Format: Online.

Program Record Number: LAC DHC 075

MARC Records Distribution Service (MRDS)

Description: Machine-Readable Cataloguing (MARC) source files from Library and Archives Canada, as well as the CONSER file. Various distribution service options are available to subscribers.

Topics: All disciplines.

Format: FTP. Alternatively, records can be selected and then downloaded by using the AMICUS database (catalogue listing).

Program Record Number: LAC DHC 245

Music Manuscripts, Sound Recordings, Printed Collection and Reference Service

Description: Lists of manuscript collections and sound recordings, union catalogue of Canadiana sheet music published before 1950, finding aids for selected archival collections, files on many aspects of musical Canadiana, and records of Music Division acquisitions by gift, legacy or purchase; microfiche and computer listings for 78 and 45 rpm discs, binders and card catalogue for 33 1/3 discs to 1978 (post 1978 in AMICUS – bibliographic database, and binders for wax cylinders and piano rolls; correspondence replying to reference questions related to music; grey literature and ephemera relating to musical Canadiana.

Topics: Manuscript collections; sound recordings; early Berliner recordings at Library and Archives Canada; the Dr. André and Pearl Ross Collection of Spoken Sound Recordings; the Ralph Gustafson Collection of piano recordings; vertical files on Canadian music and musicians; Encyclopedia of Music in Canada information sheets; Canadian sheet music, Canadian concert programs; Canadian musical iconography; Canadian music publishers; Percy Scholes vertical files on British and European music; lists of donors and donations; records of purchases and solicitations for the collection.

Access: Manuscript Collection – files arranged by collection and finding aids by name of collector; list of Manuscript Collections by name and call number. Recorded Sound Collection – unpublished recordings, pre-1969 LPs, cylinders and piano rolls by recording artist, collection and accession number; 78 rpm and 45 rpm discs by performer, composer, title, label, issue, matrix number and permutated title; early Berliner records by catalogue number of manufacturer; Dr. André and Pearl Ross Collection by language and recording personality. Printed Collection – (Sheet Music) manual catalogue by composer, title, publisher and date of publication. (Ephemera and Vertical Files) alphabetical card file to articles on Canadian music and musicians in Canadian periodicals; vertical files on Canadian music and musicians by name of subject, individual, or collectivity (cross-referenced); concert programs arranged by province, city, organization and date; photos of musical Canadiana arranged alphabetically by subject and/or by accession number; dated address file of Canadian music publishers to 1900. Correspondence – correspondence arranged chronologically within a subject.

Program Record Number: LAC DHC 085

National and International Bibliographic Projects

Description: Information on participation in national and international co-operative projects designed to foster the sharing of bibliographic information.

Topics: Canadian Institute for Historical Microreproductions; AMICUS (bibliographic database); co-operative projects for name and subject authorities; Anglo-American Cataloguing Rules; International Federation of Library Associations and Institutions (IFLA); Co-operative Online Serials (CONSER) program.

Program Record Number: LAC DHC 235

New Books Service

Description: A subset of the Library and Archives Canada (LAC) AMICUS database (a virtual collection) which includes bibliographic information for new titles published in Canada from information supplied to LAC by publishers in the Cataloguing in Publication (CIP) program.

Topics: All topics for titles published in Canada.

Access: is provided by author name, title, International Standard Book Number (ISBN) number, etc., and cover art graphics, table of contents, sample text, author/illustrator biographies, book reviews, publisher information are also included if available. Collection generally comprises approximately 10,000 titles.

Format: Online.

Program Record Number: LAC DHC 190

On Order/In Process Database: AMICUS Database

Description: Machine-readable records for bibliographic, order, invoicing, receipt, selection and desiderata data relative to materials in all formats acquired for Library and Archives Canada collections by purchase, gift or exchange. Records are created, stored and managed on the AMICUS acquisitions subsystem. Contains 120,000 bibliographic and acquisitions records.

Note: Related to Acquisitions records. Program Record Number LAC DHC 030.

Topics: All disciplines.

Format: Online.

Program Record Number: LAC DHC 080

Pest Monitoring

Description: To provide passive control, reduce or eliminate the use of chemicals, introduce control methods such as adhesive pest monitors and catchall traps (rodents) in all collection areas as well as building entry points. Pest monitors are checked monthly and data is kept electronically

and checked periodically against stored data to establish patterns and to indicate potential problem areas. Reports exist as MS Excel files.

Topics: Preservation of Library and Archival materials.

Format: Electronic Records.

Program Record Number: LAC DHC 031

Preservation

Description: Information on topics of interest to Canadian libraries concerning preservation of library materials and information relating to preservation activities at Library and Archives Canada.

Topics: Preservation and conservation of holdings.

Access: Files arranged by subject and organization.

Program Record Number: LAC DHC 175

Research Projects in Library/Information Science (DIISORID)

Description: Register of Canadian research projects, both completed and in-progress, in the field of library and information science. Microcomputer-based on INMAGIC.

Topics: Library and information science.

Format: Online.

Program Record Number: LAC PS 160

Rare Book Collection

Description: Rare Canadiana monographs, periodicals, broadsides and pamphlets. Small collection of rare non-Canadiana.

Topics: All topics relating to Canada with strengths in early travels and voyages, Arctic explorations, history, early Canadian printing, pre-confederation government publications, items printed in Canadian aboriginal languages, and Canadian livres d'artistes and press books.

Access: Through AMICUS (bibliographic database). Consultation in Specialized Consultation Room.

Program Record Number: LAC DHC 125

Research and Information Services Performance Measurement System (PMS – RIS)

Description: Database of Research and Information Services (RIS) collection management and client services statistics. Microcomputer-based on Supercalc. To provide statistics on RIS' collection management and client services for monthly reports. Also used for the preparation of quarterly, semi-annual, annual and Main Estimates reports.

Topics: Collection information, management information, public services.

Format: Online.

Program Record Number: LAC DHC 155

Union Catalogue – Online

Description: A component of the online AMICUS database which contains bibliographic records with location and holdings information for serials and monographs, in all languages and subject areas, held in more than 1,300 Canadian libraries. In addition, bibliographic records with location and holdings information are included for computer files, maps, microforms, newspapers and works in special format (Braille, large print, talking books, described videos, captioned videos) for persons who are print or hearing-impaired. Over 500 libraries currently report accessions. Contains 19,500,000 bibliographic records.

Topics: All disciplines.

Format: Online (for post-1980 records), in card catalogues, on site (for pre-1980 records). (See Union Catalogues – Manual, for pre-1980 records, available on site in card catalogues format.)

Program Record Number: LAC DHC 095

Union Catalogues – Manual

Description: Information on the monograph and serial holdings of Canadian libraries; foreign and Canadian official publications are included. All formats of material are listed.

Topics: Holdings of Canadian libraries.

Access: Arranged by author.

Format: Card catalogue; after April 1980, in machine-readable databases. (See Union Catalogue – Online, for post-1980 records, available online).

Program Record Number: LAC DHC 090

Virtual Gramophone: Canadian Historical Sound Recordings

Description: Multimedia website devoted to the first half-century of recorded sound in Canada. The database contains information on and images of 78-rpm and cylinder recordings released in Canada, and foreign recordings featuring Canadian artists or Canadian compositions, as well as details on the 78s and cylinders in the Recorded Sound Collection at Library and Archives Canada. Biographies of prominent Canadian performers, short histories of Canadian record companies, background information on the recording technology of the time, and digital audio reproductions of selected 78s are also included.

Note: Available on Library and Archives Canada's website.

Format: Online.

Program Record Number: LAC DHC 180

Information Technology Branch

AMICUS

Description: Online database of bibliographic source files and holdings of Library and Archives Canada and other Canadian libraries.

Note: Added to link with changes in MARC (Machine Readable Cataloguing) Records Distribution Service below.

Topics: All disciplines.

Access: Free, Online selection and downloading of records available.

Format: Online.

Program Record Number: LAC ITB 010

AMICUS Client Services File

Description: Online database of names, addresses and other information describing libraries and other organizations with which Library and Archives Canada does business. Includes Interlibrary Loan (ILL) clients, Information Technology Branch (ITB) client base, acquisition, etc. Records for more than 50,000 organizations.

Topics: Client Information.

Format: Online.

Program Record Number: LAC ITB 015

Applications Management

Description: Information on the design and development of application systems including those using Web technology and their interfaces with protocol-based telecommunications support systems and on the negotiation and administration of contracts associated with system and interface development.

Topics: Development of application systems and production systems, information technology planning (high-level application architecture), digital library, Web development, management, tools and technology, maintenance of Library and Archives Canada application architecture, interaction with data administration, systems development methodologies and standards, information technology assessment.

Program Record Number: LAC ITB 165

Client Information Centre

Description: Information on user documentation, set-up, support and communications; coordinating access authorization and service administration for both internal and network system services; promoting Information Technology Branch services and programs and supporting end-user computing.

Topics: User liaison, assessment, documentation, federal library user-computing support service,

promotion of the Library and Archives Canada (LAC) services and programs, services to LAC.

Program Record Number: LAC ITB 150

Departmental Telephone Directory

Description: Internal listing of organization (departmental) and personnel (alphabetical). Web-based at Government Telecommunications and Informatics Services (GEDS).

Topics: Administration, management information.

Format: Online.

Program Record Number: LAC ITB 025

Help Desk

Description: List of all system and application incidents reported by users.

Topics: Administration, technical services.

Format: Online.

Program Record Number: LAC ITB 005

Information Technology Management Services

Description: Information on formulating information technology policy and plans; documenting policy decisions, maintaining up-to-date planning documents, developing systems assurance procedures and monitoring their application with Information Technology Services.

Topics: Business and information technology planning, establishment of policies, standards and procedures in the area of information technology, systems assurance, development and maintenance of high-level architectures.

Program Record Number: LAC ITB 145

Infrastructure Management Services

Description: Information on the provision of computing and telecommunication environment to carry out the Information and Technology Branch's mandate. Information on the operation of systems developed or acquired for use within Library and Archives Canada; production control, product support, front-line troubleshooting and monitoring of systems performance; operation of telecommunications networks and directory systems; performance of database management and administration.

Topics: Capacity planning, systems and telecommunications architectures, proprietary software, technical change management and control, database administration, systems liaison, telecommunications support, batch systems control, tape library management, supplier liaison, computing equipment support, computer job performance monitoring and tuning, front-line troubleshooting for on-line systems, telecommunications and equipment support,

inventory control of telecommunication circuits and equipment, inventory control of hardware and software, configuration management, informatics security, telecommunications directories, on-line system performance monitoring and tuning, task control and scheduling, troubleshooting batch system, on-line system troubleshooting, and quality control of production programs.

Program Record Number: LAC ITB 170

Library and Archives Canada Logical Data Model/Conceptual Process Model

Description: Standardized description of all entities (data entities, tables, data elements, data relationships, entity relationships, diagrams, etc.). Microcomputer-based on Westmount Case Tool.

Topics: Administration, bibliographic services, clientele, products and marketing.

Format: Online, AMICUS.

Program Record Number: LAC ITB 030

Machine-Readable Cataloguing (MARC) Formats

Description: Information on the development of standard formats for machine-readable cataloguing information in Canada and other countries.

Topics: UNIMARC (IFLA), etc.

Program Record Number: LAC ITB 065

Maintenance of Information Technology (IT) Architecture and Standards

Description: Information on Information Technology (IT), the development of corporate data models, information architectures, and models for information processes; development and maintenance of data definitions, security, architecture and zones, technology architecture standards and migration plans, wide area network standards and architecture.

Topics: Information Technology Architecture: Technology, Information and Application, Network and Security, Digital projects, technologies and systems development projects, systems management standards.

Program Record Number: LAC ITB 160

Telephone Directory

Description: Names and phone numbers of all Library and Archives Canada staff members.

Topics: Administration.

Format: Online.

Program Record Number: LAC ITB 175

Wireless Device and Telephone Set/Line Configurations

Description: Log of wireless devices, telephone equipment/line systems layouts (layouts for call forward, call pick-up, call transfer, consultation

hold, ring again, three-party conference, etc.).

Microcomputer-based on EXCEL.

Topics: Administration, management information.

Format: Online.

Program Record Number: LAC ITB 035

Wireless Device and Telephone Set/Line Inventory

Description: Departmental log of wireless devices, telephone equipment and line features (lists of directory numbers, locations, call forward, call pick-up, call transfer, hold, ring again, etc.).

Microcomputer-based on MS-Access.

Topics: Administration, management information.

Format: Online.

Program Record Number: LAC ITB 040

Programs and Services Sector

Acquisition and Research – Portrait Gallery of Canada

Description: Information on the acquisition, the description and the organization of portraits in all media: painting, drawings, photography, sculpture, prints, medals and new technologies. Photographic documents (catalogue cards, slides, colour transparencies) organized for cataloguing and reference.

Topics: Negotiations and agreements with artists, photographers, donors, auction houses and dealers; bibliographical information on artists, photographers and sitters; inventories; research files; non-active acquisition files; appraisal information.

Access: These files are arranged by subject, donor, collection, individual accession and by name.

Program Record Number: LAC PS 015

Canadian Library Websites and Catalogues

Description: List of Canadian libraries that have an Internet homepage.

Note: Links are provided to Canadian library catalogues that are accessible on the Internet via telnet or a Web search interface. Browse access is available by institution name, region and type of library.

Topics: Library and information science, Library catalogues.

Format: Internet.

Program Record Number: LAC PS 010

Canadian Reference Sources

Description: INMAGIC database used in the preparation of the publication Canadian Reference Sources: An Annotated Bibliography.

Topics: Reference services.

Format: Online.

Program Record Number: LAC PS 030

Client Database

Description: The Canadian Book Exchange Centre redistributes surplus publications from Canadian libraries to other libraries in Canada. Client profiles in the database include a unique institution number, institution name, personal contact, mailing/shipping address, email address, telephone and fax number, distribution lists received by the client and status of client.

Topics: Library and Information Science, resource sharing.

Format: Online; Microsoft Access 2000.

Program Record Number: LAC PS 035

Client Information (AMICUS – client)

Description: This computerized data bank contains information on registered users of Library and Archives Canada. It includes the patron barcode number, patron name, affiliation, address, telephone number, research topic, expiration date of the user card and the number of the locker assigned to the patron, if applicable.

Topics: Public services, circulation, clientele.

Format: Online.

Program Record Number: LAC PS 105

Federal, Provincial, Territorial, National and International Liaison – Archives Sector

Description: Information on participation in various departmental, provincial, territorial, national and international committees and organizations.

Topics: Association of Canadian Archivists, Association des archivistes du Québec, Society of American Archivists; Royal Commonwealth Society; International Council on Archives Management Board, Advisory Committee on Records, Archives Committee for Pan-American Institute of Geography and History, National, Provincial and Territorial Archivists Conference, International Conference of the Round Table on Archives.

Program Record Number: LAC PS 045

Interlibrary Loans

Description: Libraries may contact Library and Archives Canada (LAC) in order to borrow or locate a published item on behalf of a local client. LAC will lend its copy or provide a list of other libraries from which the item may be borrowed. LAC also assigns library symbols to Canadian libraries and maintains a directory of libraries in Canada, including address information, lending, photocopying and charging policies.

Topics: Library directory, loan requests.

Format: Automated database. Data can be accessed internally only. See NAVIS for related information.

Program Record Number: LAC PS 135

Library and Archives Canada World Wide Web

Description: Library and Archives Canada (LAC) World Wide Web service provides hypertext, multimedia access to its publications, descriptions of its collections and services, cultural events and exhibitions and to the Internet resources of Canadian libraries and governments and their organizations. The Web service also provides finding aids for Canadian and international Internet information sources (for example Canadian government information).

Topics: Library and information science, products and marketing, public programs, library initiatives, public services, resource sharing.

Format: Internet.

Program Record Number: LAC PS 005

Library and Documentation Services

Description: Reference and inquiries for information on the functions of the departmental library and its holdings.

Topics: Archival studies and records management publications; documentation on Canadian art, films, and audiovisual heritage; journals of Canadian and international historical associations; general inquiries from individuals, organizations and government institutions; cataloguing; copyright and copying requests; requests for access to Library and Archives Canada's holdings.

Program Record Number: LAC PS 140

Memorable Canadians

Description: Index of biographies located throughout the Library and Archives Canada website.

Topics: Biographies.

Access: Biographies are accessible through four indexes: name, field of endeavour, subject and resource.

Program Record Number: LAC PS 080

NAVIS

Description: The Library and Archives Canada (LAC) automated interlibrary loan management system. Includes records of Interlibrary Loans (ILL) requests received by LAC, as well as addressing, messaging and ILL policy information for all libraries using its ILL services.

Topics: Interlibrary loan requests.

Format: Online.

Program Record Number: LAC PS 090

Newspapers – Finding Aids

Description: List consisting of newspapers stored offsite at Bentley, providing shelf location for each title and holdings. Microcomputer-based in MS WORD.

Topics: Newspapers, reference services.

Format: Online.

Program Record Number: LAC PS 095

Official Publications Reference Vertical File Subject Heading List

Description: Alphabetically arranged index to subject matters related to official publications. Microcomputer-based in MS WORD.

Topics: Government publications.

Format: Online.

Program Record Number: LAC PS 100

Periodical Database

Description: Database of the periodical titles held by the Canadian Book Exchange Centre for redistribution to Canadian libraries; includes title, place of publication, shelf location, subject and history of distribution.

Topics: All disciplines.

Format: Online; Microsoft Access 2000.

Program Record Number: LAC PS 120

Reference and Inquiries on Architectural/ Cartographic; Audio Visual; Documentary Art/ Photography; Textual Records

Description: Reference and research requests for information on records of historical value including architectural/cartographic, audio-visual, documentary art/photography and textual records and inquiries concerning conditions of access to holdings.

Topics: General research inquiries from individuals; organizations and government institutions. Cataloguing, copyright and copying requests; and requests for access to collections.

Access: Varies according to medium; files may be arranged by subject, year, individual/donors, organizations/institutions and government departments.

Program Record Number: LAC PS 050

Reference Query Log (Workflow)

Description: This database contains brief information on written research and information requests sent to the former National Library of Canada. It provides the patron's name, city, country and subject of search. A new Query Management System (QMS) has replaced this database since February 2006. It will be kept for a few years in order to trace old requests if necessary. Microcomputer-based on MS ACCESS.

Topics: Reference services.

Format: Online.

Program Record Number: LAC PS 130

Student Newspapers Currently Received by Library and Archives Canada

Description: List of Canadian university and college newspapers, including holdings, located at Library and Archives Canada and elsewhere in Canada. Microcomputer-based in MS WORD.

Note: Available on the Library and Archives Canada website.

Topics: Newspapers, reference services.

Format: Online.

Program Record Number: LAC PS 165

Symbols and Interlibrary Loan Policies in Canada

Description: Contains addressing, messaging and Interlibrary Loans (ILL) policy information for all Canadian libraries listed in NAVIS, Library and Archives Canada's automated interlibrary loan management system.

Topics: Library catalogues.

Format: Internet.

Program Record Number: LAC PS 170

Strategic Office

Aboriginal Resources and Services, Directory of Resources

Description: The Directory of Resources contains contact information for libraries, archives, cultural centres, educational institutions, associations, individuals and communities specializing in Aboriginal resources and services.

Topics: Aboriginal authors with biographical notes, publishers, media, newspapers and other sources of information.

Format: Online.

Program Record Number: LAC SO 020

Canadian Council of Archives (CCA)

Description: Library and Archives Canada provides contribution support annually to the Canadian Council of Archives and archival organizations across Canada. Information on minutes of meetings, agendas and terms of reference for the various committees of the Canadian Council of Archives.

Topics: Archival network, contributions.

Access: The Committee files are arranged by subject.

Format: Online.

Program Record Number: LAC SO 146

Canadian Initiative on Digital Libraries (CIDL)

Description: The Canadian Initiative on Digital Libraries (CIDL) is an alliance of Canadian libraries that recognize the growing importance of digital information. By collaborating, these libraries ensure better use of digital information and better service to their users.

Topics: General information on the initiative including minutes of Steering Committee and Subcommittee meetings; joint projects agreements; bylaws; background documents; website.

Format: Online.

Program Record Number: LAC SO 010

Council on Access to Information for Print-Disabled Canadians

Description: Information on meetings, workshops, projects of the Council on Access to Information for Print-Disabled Canadians and other activities that help the Librarian and Archivist of Canada meet the federal disability agenda.

Topics: Meetings – Council, action committees and working groups; workshops, recommendations, newsletter, LAC website, electronic discussion list.

Format: Online.

Program Record Number: LAC SO 030

Federal, Provincial, Territorial, National and International Liaison – Library Sector

Description: Information on participation in various departmental, provincial, territorial, national and international committees and organizations.

Topics: Association of Research Libraries (ARL), Association pour l'avancement des sciences et des techniques de la documentation (ASTED), Canadian Association of Research Libraries (CARL), Canadian Commission for UNESCO (United Nations Educational, Scientific and Cultural Organization), Sectoral Commission on Culture, Communication and Information, Canadian Library Association (CLA), Canadian Urban Libraries Council (CULC), Conference of Directors of National Libraries (CDNL), International Federation of Library Associations and Institutions (IFLA), National Core Library Statistics Program, Provincial and Territorial Library Directors Council (PTLDC), Shastri Indo-Canadian Institute, Library Programme Advisory Committee (LPAC).

Program Record Number: LAC SO 050

Inventory of Canadian Digital Initiatives

Description: Canadian information resources created for the Web. Includes project/resource names, participating organizations, general and technical descriptions, subject categories, contacts and other information.

Topics: Humanities, social sciences, science and applied science.

Format: Online.

Program Record Number: LAC SO 025

Library and Archives Canada Collections Inventory

Description: Spreadsheet in MS Excel describing and reporting on the Library and Archives Canada (LAC) collections and is stored on its network. The inventory includes information on the physical location and the size of the collection, and on the catalogues and records that provide access. It also provides data on collection growth and assists in collection management.

Topics: Collection information, management information.

Format: Spreadsheet.

Program Record Number: LAC SO 015

National Archival Development Program (NADP)

Description: Through the National Archival Development Program, Library and Archives Canada provides financial assistance to Canadian archives and related organizations to increase their capacity to preserve archival materials about Canada and Canadians and make them easier to access. Information about the program and its management.

Topics: Archival network, contributions.

Access: The Committee files are arranged by subject.

Program Record Number: LAC SO 035

Portal on Multicultural and Multilingual Resources

Description: The gateway offers resources for information service providers who work with diverse communities, as well as, entry points for new Canadians, educators, students, and researchers.

Topics: Lists of ethnic newspapers, genealogical resources, Web projects, cultural findings aids, thematic guides, educational resources, special collections and reports.

Format: Online.

Program Record Number: LAC SO 040

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration**Administration and Management Services**

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Proactive Disclosure

Procurement

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Particular Personal Information Banks**Acquisition Records**

Description: Contains research on potential archival acquisitions and correspondence with potential sources.

Class of Individuals: Individuals who have corresponded with Library and Archives Canada concerning potential acquisitions.

Purpose: To develop acquisition priorities and values, to authenticate acquisitions and to trace archival collections.

Consistent Uses: The information is used to document provenance of archival donations and transfer of legal ownership of archival collections, to establish authority for restrictions on public

use and copyright protection of donations, and to identify long term trends in purchase prices of documentary heritage material and document.

Retention and Disposal Standards: Library and Archives Canada will retain all of this information for archival purposes. A disposal date will be determined by 2008.

RDA Number: 2001/027

Related PR#: LAC DHC 015

TBS Registration: 000549

Bank Number: LAC PPU 025

Client Information

Description: This computerized data bank contains information on individuals who wish to use Library and Archives Canada's (LAC) research facilities, collections and services. It includes the client barcode number, client name, affiliation, address, telephone number, research topic, LAC user card number and expiration date, and the number of the locker or study room assigned to the patron, if applicable.

Class of Individuals: Individuals whose research requires the use of the facilities, collections and services of LAC.

Purpose: The bank was established to identify users of LAC collections and services, and to prepare user cards.

Consistent Uses: To profile users of LAC, to identify research topics, to analyse trends in information needs and to control the circulation of material. Clients require a LAC barcode number to access the collections and on-site services.

Retention and Disposal Standards: All patron records since 1995 are permanently retained.

RDA Number: 2001/006

Related PR#: LAC PS 105

TBS Registration: 002278

Bank Number: LAC PPU 010

Conservation Training

Description: This bank contains personal data including course applications and evaluations, social insurance numbers (until replaced by an alternative personal identifier), and correspondence related to the participation of students, federal, provincial and municipal government employees in conservation training offered by Library and Archives Canada.

Class of Individuals: Students and federal, provincial and municipal government employees.

Purpose: The purpose of this bank is to provide documentation for the administration of conservation training offered by Library and Archives Canada. It is also used to approve and register the participation of individuals.

Consistent Uses: To report on care of collection knowledge dissemination activities.

Retention and Disposal Standards: Files are retained for five years from the date of the end of the course and are then destroyed.

RDA Number: 2001/027

Related PR#: LAC CGMR 005

TBS Registration: 002339

Bank Number: LAC PPU 060

Financial Administration Records

Description: Contains correspondence, pay and insurance information, equipment and materials information, training and travel information and personal services contracts.

Class of Individuals: Individuals doing financial business with Library and Archives Canada.

Purpose: To provide information about financial transactions pertaining to all activities of Library and Archives Canada.

Consistent Uses: To administer training and travel functions and gather statistics as required, to issue travel advances and claims for employees; to determine terms of payment to contractors, contract extensions or renewals, for forecasting and to make other decisions pertaining to contracts; to issue taxable benefits statements to contractors for income tax purposes; collection for statistical purposes, to comply with reporting requirements by central agencies.

Retention and Disposal Standards: Six years and then destroyed.

RDA Number: 99/004

Related PR#: LAC PRN 914

TBS Registration: 000545

Bank Number: LAC PPU 005

Friends of Library and Archives Canada

Description: This bank contains information on donations and requests for public donations in search of support and promotion of the programs and activities that heighten awareness of Library and Archives Canada.

Class of Individuals: General public.

Purpose: To maintain a mailing list of donors.

Retention and Disposal Standards: Records are retained for six fiscal years and then destroyed.

RDA Number: 2001/027

Related PR#: LAC COM 025

TBS Registration: 003779

Bank Number: LAC PPU 022

Gifts and Major Acquisitions Database

Description: Contains current and retrospective (to 1975) information about major acquisitions of published materials bought and gifts received by

Library and Archives Canada. Information includes name and contact information (telephone number, email, address). Database is organized by fiscal year then by a sequential number for each gift. Includes brief description of gift, its nature/type, monetary value and actions taken.

Note: Gift agreements are sent to the Canada Revenue Agency for taxation purposes. These specify the nature of the gift, the monetary value, and donor contact and identification information.

Class of Individuals: Donors to LAC.

Purpose: The database provides LAC staff with information about donors, gifts, monetary values, in order to evaluate and manage future gifts and to respond to questions from the Canada Revenue Agency.

Consistent Uses: To produce statistics on gifts.

Retention and Disposal Standards: Information on gifts is retained for the period equivalent to the life of the gift.

RDA Number: Under development.

Related PR#: LAC DHC 030

TBS Registration: 004478

Bank Number: LAC PPU 060

Online Search Request

Description: This bank contains files of online search request forms completed for queries which have required computerized database searching on a particular subject. It provides client's name and affiliation, mailing address, telephone number and details of topic(s) searched. Service charges are also indicated.

Class of Individuals: Libraries or individuals whose research requires the use of the online facilities of Library and Archives Canada.

Purpose: To retain a profile of our clients' online subject requirements.

Consistent Uses: To enable staff to retrieve information about previous requests.

Retention and Disposal Standards: Records are kept for five years and then they are destroyed.

RDA Number: 2001/006

Related PR#: LAC PS 130

TBS Registration: 003512

Bank Number: LAC PPU 005

Reference Enquiries

Description: This bank contains requests for reference information received either in person, by telephone, or through regular and electronic mail. It provides client's name, telephone number, affiliation, specific inquiry and the response. Address/e-mail/fax are also noted, as required.

Class of Individuals: Libraries and researchers.

Purpose: To maintain a record of reference requests received by the Library and Archives Canada's Research and Information Services and to conduct surveys as needed.

Consistent Uses: To compile statistics.

Retention and Disposal Standards: Forms are kept for one year and then destroyed.

RDA Number: 2001/006

Related PR#: LAC PS 105

TBS Registration: 002279

Bank Number: LAC PPU 015

Reference Query Log (WORKFLOW)

Description: This database contains brief information on written and online search requests sent in writing to the former National Library of Canada. It provides the client's name, city, country and subject of search.

Class of Individuals: Libraries and clients.

Purpose: WORKFLOW is used to compile monthly statistics and monitor/control response time.

Consistent Uses: WORKFLOW is also used to trace either the original written request and answer provided or the complete information on the online search request form.

Retention and Disposal Standards: Database records are kept for ten years and then entries are deleted.

RDA Number: 2001/006

Related PR#: LAC PS 130

TBS Registration: 003186

Bank Number: LAC PPU 020

Research and Photocopy Applications

Description: This bank contains information on individuals who wish to use the Library and Archives Canada's research facilities, collections and services. It includes the patron's barcode number, patron name, affiliation, address, telephone number, research topic, Library and Archives Canada user card number and expiration date.

Class of Individuals: Individuals whose research requires the use of the facilities, collections and services of Library and Archives Canada.

Purpose: The bank was established to identify users of Library and Archives Canada research facilities, collections and services, to prepare user cards, survey research use, compile statistics, create mailing lists and trace archival documents.

Consistent Uses: To enable staff to prepare user cards; to enable the coordinated transportation of items loaned to an individual; to enable LAC to contact the user in case of problems with retrieval requests. For photocopy orders of archival material, the researchers name, the date of the

request and the identification of the material copied may be made available to the author of the work, the owner of copyright or their representative, on request in writing, according to the requirements of section 30.21(5) of the Copyright Act.

Retention and Disposal Standards: Retained for five years and then destroyed.

RDA Number: 2001/027

Related PR#: LAC PS 105

TBS Registration: 000550

Bank Number: LAC PPU 030

Research Inquiries

Description: Contains requests for research or information received either in person, by telephone, by fax or through regular and electronic mail. It contains client's name, telephone number, fax number, affiliation, address, specific inquiry and the response. Address/fax are also noted, as required.

Class of Individuals: Individuals or organizations whose research requires the use of Library and Archives Canada research facilities, collections and services.

Purpose: To verify requests for information or financial charges, survey research use and opinion, and to provide additional research information when appropriate.

Consistent Uses: To enable staff to send information by the most appropriate means; to easily identify and track any potential duplicate or related inquiries sent by different individuals of a single institution; and to capture enough information on our users to be able to compile accurate statistics, allowing the LAC to continually monitor and adapt to our clients changing needs.

Retention and Disposal Standards: Inquiries are destroyed after five years; some of this information will be retained by Library and Archives Canada for archival purposes.

RDA Number: 2001/027

Related PR#: LAC PS 050

TBS Registration: 000551

Bank Number: LAC PPU 035

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests
Automated Document, Records, Information
Management Systems

Business Continuity Planning (BCP)

Electronic Network Monitoring Logs

Hospitality

Internal Disclosure of Wrong Doing in the Work Place

Personnel Security Screening

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Manuals

- AACR2 (Anglo-American Cataloguing Rules, 2nd revised edition)
- AMICUS Cataloguing – Help
- AMICUS Search – Help
- AMICUS Web – Help
- Access to Information, Privacy and Personnel Records Procedures Manual
- Cartographic Material, 2nd edition
- Collection Development Policy of the National Library of Canada
- Computerized Information Service Manual
- Corporate Archival Control Manual
- Desk and Telephone Procedures Manual
- Documentary Art and Photography Division Cataloguing Standards
- Documentary Art and Photography Division Descriptive and Subject Cataloguing
- Government Archives Division Procedure Manual
- Guidelines for reporting Machine-Readable Accessions (MARA) to the National Union Catalogue
- Interlibrary Loans (ILL) Basic Search Manual
- Interlibrary Loans (ILL) In-depth Search Manual
- Information Classification and Designation Guide
- Interlibrary Loan Services of the National Library of Canada
- International Standard Book Number (ISBN) User's Manual
- International Standard Music Number (ISMN) User's Manual
- International Standard Serial Number (ISSN) Manual
- Library and Archives Canada Rule Interpretations
- Library of Congress Classification Schedules
- Library of Congress Subject Headings
- Manuscript Division Procedures Manual
- Machine-Readable Cataloguing (MARC) 21 Format for Authority Data
- Machine-Readable Cataloguing (MARC) 21 Format for Bibliographic Data
- National Library of Canada Rule Interpretation
- National Library of Canada (NLC) Subject Cataloguing Manual
- Official publications manual
- Periodicals Section Manual
- Records Management File Classification Manual
- Records Management: Organization and Procedures
- Reference Manual – Archival Collection Management
- Répertoire de vedettes-matières (in French only)
- Serials Records Section
- Statistics Manual
- Symbols and Interlibrary Loan Policies in Canada
- Systems Assurance Manual
- Written Reference Request Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Access to Information, Privacy and Personnel
Records Division

Library and Archives Canada
395 Wellington Street
Ottawa, Ontario K1A 0N4

Telephone: 613-996-5115 or
1-866-578-7777 (toll free in Canada and in the
United States)

E-mail: atipd@lac-bac.gc.ca

Events and Exhibitions

395 Wellington Street
Ottawa, Ontario K1A 0N4

Telephone: 613-996-5115 or
1-866-578-7777

Subscription and Distribution
Weekdays from 9 a.m. to 4 p.m.

Telephone: 613-996-1473

Facsimile: 613-991-9871

TTY: 613-992-6969

Public Programming Information

Weekdays from 9 a.m. to 4 p.m.

Telephone: 613-996-5115

Facsimile: 613-947-2706

TTY: 613-992-6969 or 1-866-299-1699

Reading Room

National Capital Region
395 Wellington Street, 3rd Floor
Ottawa, Ontario

Open: 8:00 a.m. to 11:00 p.m., daily

Service Hours: 8:30 a.m. to 5 p.m., Monday to
Friday, except statutory holidays

Hours Subject to Change. Call to confirm hours.

[http://www.collectionscanada.ca/
contact/001/01001-1000-e.html](http://www.collectionscanada.ca/contact/001/01001-1000-e.html)

Reference Services

Service hours: 8:30 a.m. to 5:00 p.m., Monday to
Friday, except statutory holidays

Hours Subject to Change. Call to confirm hours.

[http://www.collectionscanada.ca/
contact/001/01001-1000-e.html](http://www.collectionscanada.ca/contact/001/01001-1000-e.html)

Telephone: 613-996-5115 or
1-866-578-7777

Facsimile: 613-943-1112

TTY: 613-992-6969 or 1-866-299-1699

E-mail: reference@lac-bac.gc.ca

Mackenzie Valley Environmental Impact Review Board

Chapter 100

The annual update for this institution was not received for inclusion in the 2007–2008 version of this Info Source publication. The following is from the 2003–2004 version of Info Source.

General Information

Background

The Mackenzie Valley Environmental Impact Review Board is created by the Mackenzie Valley Resource Management Act (MVRMA) as an independent board separate from government. This Act came into force on December 28, 1998.

Responsibilities

The MVRMA sets up this Board as the main body to undertake environmental assessments and environmental impact reviews in the Mackenzie Valley.

Legislation

- Mackenzie Valley Resource Management Act (Part V)
- Exemption List Regulations
- Preliminary Screening List Regulations

Organization

The Board is made up of seven individuals appointed by the Minister of Indian Affairs and Northern Development. These are part-time Board members and are supported by a staff of eight.

Information Holdings

Program Records

Board Records of Decision

Description: Public Registry – this contains correspondence and information from government departments; correspondence and information generated by Board staff; correspondence and information from companies undergoing environmental assessment. The public registry information is open to the public.

Program Record Number: MVEIR BRD 005

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standards Program Records and a description of their contents.

Administration and Management Services

Manuals

- Operations and Administration Manual
- Interim Guidelines: Environmental Impact Assessment in the Mackenzie Valley

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Mackenzie Valley Environmental Impact Review Board under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Mackenzie Valley Environmental Impact Review Board.

Mackenzie Valley Environmental Impact Review Board

Box 938

Yellowknife, Northwest Territories X1A 2N7

Telephone: 1-867-766-7050

Facsimile: 1-867-766-7074

E-mail: board@mveirb.nt.ca

Internet: www.mveirb.nt.ca

Mackenzie Valley Land and Water Board

Chapter 101

The annual update for this institution was not received for inclusion in the 2007–2008 version of this Info Source publication. The following is from the 2006–2007 version of Info Source.

General Information

Background

The Mackenzie Valley Land and Water Board is a regulatory authority that has its origins from the land claim process in the Mackenzie Valley Settlement Area of the Northwest Territories and the Mackenzie Valley Resource Management Act. The Mackenzie is defined by the area bounded in the north by the Inuvialuit Settlement Region, the east by Nunavut, in the west by the Yukon and in the south by NWT border, excluding Wood Buffalo National Park.

Responsibilities

The Mackenzie Valley Resource Management Act (MVRMA) was proclaimed December 22, 1998, with the exception of Part 4. Part 4 was proclaimed on March 31, 2000. The Act empowers the Mackenzie Valley Land and Water Board to regulate the use of land and water and the deposition of waste by issuing, amending, renewing and suspending land use permits and water licences in areas of the Mackenzie Valley outside settled land claim areas; to deal with transboundary applications for land use permits or water licenses and to ensure a consistent application of the Act within the Mackenzie Valley. This authority extends to all crown, and private lands and all water. The MVRMA prescribes the Mackenzie Valley Land Use Regulations, the Northwest Territories Water Act/Regulations as the principal regulatory instruments for the Board to utilize.

Legislation

- Exemption List Regulations
- Gwich'in and Sahtu comprehensive Lands Claims Agreement Act
- Mackenzie Valley Resource Management Act
- Mackenzie Valley Land Use Regulations
- NWT Waters Act

- Northern Inland Waters Regulations
- Preliminary Screening Requirement Regulations
- Regulations Amending the Territorial Land Use Regulations

Organization

The Board is composed of 17 members including, apart from the chairperson, all members of the Sahtu Land and Water Board, all members of the Gwich'in Land and Water Board, three members appointed on the nomination of the First Nations in the areas outside settled land claim areas in the Mackenzie Valley, one member appointed on the nomination of the GNWT and two members appointed on the nomination of the Federal Government.

The Mackenzie Valley Land and Water Board's office is located in Yellowknife with an Executive Director, and a staff of 14.

Information Holdings

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Budgets

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Information Technology Services

Office Appliances

Pensions and Insurance

Personnel

Physical Security

Procurement

Relocation

Salaries and Wages

Training and Development

Travel

Vehicles

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents

Access to Information and Privacy Requests

Electronic Network Monitoring Logs

Internal Disclosure of Wrong Doing in the Work-Place

Personnel Security Screening

Relocation

Travel

Manuals

- Changes to Land use Permits: Guide to Amendmends, Assignments, Discountinuances, Extensions and Storage Authorizations
- Guide to Completing an Application to Assign a Land Use Permit
- Guide to Completing an Application to Assign a Water Licence
- Guide to the Mackenzie Valley Land and Water Board
- Guide to Land Use Applications to the Mackenzie Valley Land and Water Board
- Guide to Water Use Applications to the Mackenzie Valley Land and Water Board
- Guidelines for Public Consultation (Draft)
- Public Involvement Guidelines for Permit and Licence Applicants to the Mackenzie Valley and Water Board
- Information Requirements for a Development Application to the Mackenzie Valley Land and Water Board (Draft)
- Rules for Public Hearings Mackenzie Valley Land and Water Board (Draft)

Additional Information

See the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

You may contact the Manager, Finance and Administration at the Mackenzie Valley Land and Water Board by one of the following means:

4910 50th Avenue, 7th Floor

P.O. Box 2130

Yellowknife, Northwest Territories X1A 2P6

Telephone: 867-669-0506

Facsimile: 867-873-6610

E-mail: wanda@mvlwb.com

Internet: www.mvlwb.com

Reading Room

In accordance with the Mackenzie Valley Land Use Regulations, an area on the premises of this institution has been designated as a Public Registry reading area. Its address is:

YK Centre

4910 50th Avenue, 7th Floor

Yellowknife, Northwest Territories

Marine Atlantic

Chapter 102

General Information

Background

The Marine Atlantic Inc. is a federal crown corporation that reports to Parliament through the Minister of Transport, in accordance with the 1986 Marine Atlantic Inc. Acquisition Authorization Act.

Responsibilities

The Marine Atlantic Inc. provides ferry services on two routes. The first is a year-round 96-nautical mile daily ferry service between Port aux Basques, Newfoundland and Labrador and North Sydney, Nova Scotia. The second is a 280-nautical mile tri-weekly ferry service between Argentia, Newfoundland and Labrador and North Sydney, Nova Scotia.

Legislation

- Marine Atlantic Inc. Acquisition Authorization Act

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provision of the Access to Information Act and the Privacy Act.

Please note that requests made to the Atlantic Marine Inc. under the Access to Information Act must be accompanied by an application fee of \$5, a cheque made payable to the Atlantic Marine Inc.

Requests for further information about the Marine Atlantic Inc. and its various programs and services may be directed to:

Marine Atlantic Inc.

Head Office

Baine Johnston Centre

10 Fort William Place, Suite 802

St. John's, Newfoundland A1C 1K4

Telephone: 709-772-8957

Facsimile: 709-772-8956

Reading Room

In accordance with the Access to Information Act, an area in the office of the Marine Atlantic Inc. has been designated as a public reading room at the following address:

Baine Johnston Centre
10 Fort William Place, Suite 802
St. John's, Newfoundland

Military Police Complaints Commission

Chapter 103

General Information

Background

In response to two Supreme Court of Canada rulings and to the reports from the Special Advisory Group on Military Justice and Investigation Services and the Commission of Inquiry into the Deployment of Canadian Forces to Somalia, the Minister of National Defence introduced legislation in the House of Commons to substantially modify the National Defence Act. These changes reflected the need to separate, on an institutional basis, the system's investigative, defence, prosecutorial and judicial functions. In addition, it clarified the roles and responsibilities of the principal players in the military justice system as well as the charge-laying functions of the military police and the authorities of police units.

Responsibilities

The Military Police Complaints Commission is a civilian oversight body external to, autonomous and independent of, the Department of National Defence and the Canadian Forces. The Commission carries out quasi-judicial functions pursuant to the powers conferred by the National Defence Act. This Act includes several provisions allowing the Commission exclusive jurisdiction to closely monitor the way in which the Canadian Forces Provost Marshal deals with conduct complaints. A complainant who is not satisfied with the handling of a complaint by the Provost Marshal may ask that the Commission review the complaint. The Commission has sole responsibility for dealing with complaints of interference in military police investigations.

In the public interest the Commission Chairman may remove a conduct complaint from the jurisdiction of the Provost Marshal, request that the Commission investigate and, if warranted, hold a hearing into the conduct complaint or an interference complaint.

Following a review, investigation or hearing, the Commission Chairman formulates recommendations in relation to the conduct of those who are subjects of the complaint. These recommendations are intended first and foremost to rectify the situations leading to complaints in order to prevent their recurrence. Should the

reviewing authority to these recommendations (as mentioned in section 250.51 of the National Defence Act) choose either to take no action or take actions different from those recommended, the reviewing authority must justify such decisions. A final report is then prepared and submitted by the Chairman.

The Commission fulfils its mandate by rendering the handling of complaints concerning the military police more transparent and accessible.

Legislation

- Complaints about the Conduct of Members of the Military Police Regulations, P.C. 1999-2065 (not published)
- Military Police Professional Code of Conduct, SOR/2000-14
- National Defence Act, Part IV "Complaints about or by Military Police", R.S.C. 1985, c. N-5, Part IV

Organization

The Commission consists of a Chairman and not more than six other members to be appointed by the Governor in Council. The Chairman is the Chief Executive Officer of the Commission and has supervision over and direction of the work of the Commission staff. The senior staff members of the Commission consist of a General Counsel and a Chief of Staff.

Military personnel and civilian employees of the Department of National Defence are not eligible to be members of the Commission.

Information Holdings

Program Records

Legal Services

Legal Matters

Description: Administration of legal matters and legal opinions.

Topics: Legal opinions.

Access: By subject/theme.

Format: Electronic and paper files.

Program Record Number: MPCC LEG 005

Communications

Corporate Communications

Description: Activity reports; internal and external memoranda and communiqués; news releases and published material; management of the Commission's Web Site; communications plans, action plans and scenarios.

Topics: Biographies; Communications Strategy Plan; Federal Identity Program (FIP); translation and editorial services; public relations.

Access: By subject.

Format: Electronic and paper files, printed material.

Program Record Number: MPCC COM 025

Corporate Services

Management Data

Description: Development and management of the overall corporate services to the Complaints Commission, including procurement of goods and services, asset management, resource management, human resources, information management and information technology, corporate planning cycle, facilities management, security and occupational health and safety. Computerized information systems of a financial, personnel, administration and operational performance measurement nature.

Topics: Common Distributed Financial System (CDFFS); Human Resources Information System (HRIS); Automated Material Management Information System (AMMIS), Records Manager System.

Access: By subject or account name/number within each system.

Format: Electronic and paper files and electronic databases.

Program Record Number: MPCC CS 030

Operations

Complaints Review and Investigations

Description: Correspondence on the complaint handling process of the Commission.

Topics: Complaint route charts.

Access: By chart.

Format: Electronic and paper files.

Program Record Number: MPCC OPS 040

Reports

Description: Preparation of interim and final reports of the Chairman on reviews, investigations or hearings.

Topics: Individual interim reports; individual final reports.

Access: By report title.

Format: Electronic and paper files.

Program Record Number: MPCC OPS 045

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Automated Document, Records, Information Management Systems

Budgets

Buildings

Business Continuity Plans

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Particular Personal Information Banks

Operations

Complaints Review and Investigation of Cases

Description: Records on complaints and requests for review received by the Military Police Complaints Commission from the public and personnel of the Canadian Forces or National Defence concerning the conduct of members of the Military Police or interference in Military Police investigations. These records include letters from individuals, correspondence with complainants, subjects of complaints and witnesses familiar with the complaint and other facts relevant to an investigation.

Class of Individuals: Complainants, members of the Military Police, witnesses and other parties to the complaint.

Purpose: To record, inquire into and follow up on complaints regarding the conduct of members of the Military Police or regarding interference in Military Police investigations.

Consistent Uses: The information is used by the Commission to fulfil its mandate under part IV of the National Defence Act, "Complaints about or by Military Police".

Retention and Disposal Standards: All Complaints and Review files are retained for ten years and then destroyed.

RDA Number: 2004/013

Related PR#: MPCC OPS 040

TBS Registration: 005242

Bank Number: MPCC PPU 050

Military Police Complaints Case Management System

Description: The Military Police Complaints Commission maintains a case management system to keep track of information about active cases and to generate reports on cases whether active or inactive. Each case is allocated a number, and the reporting allows users to have an overview of all cases and to make comparisons with specific cases.

Class of Individuals: Complainants, members of the Military Police, witnesses and other parties to the complaint.

Purpose: To record complaints regarding the conduct of members of the Military Police or regarding interference in Military Police investigations.

Consistent Uses: The information is used by the Commission to fulfil its mandate under Part IV of

the National Defence Act, "Complaints about or by Military Police".

Retention and Disposal Standards: Data of the Case management System is retained for ten years and then deleted.

RDA Number: 2004/013

Related PR#: MPCC OPS 040

TBS Registration: 005243

Bank Number: MPCC PPU 055

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning (BCP)

Electronic Network Monitoring Logs

Internal Disclosure of Wrongdoing in the Workplace

Hospitality

Personnel Security Screening

Relocation

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Classes of Personal Information

Communications

Distribution mailing lists both on paper and computer disks, which include individuals, groups and media, who receive various publications from the Commission. This information is not retrievable by personal identifier.

Manuals

- Records Classification Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Commission and its various activities may be directed to:

Communications Officer
270 Albert Street, 10th Floor
Ottawa, Ontario K1P 5G8

Telephone: 613-947-5668

Facsimile: 613-947-5713

Requests for information under the Access to Information Act or the Privacy Act should be directed to:

Access to Information and Privacy Coordinator
270 Albert Street, 10th Floor
Ottawa, Ontario K1P 5G8

Telephone: 613-947-5625

Facsimile: 613-947-5713

Reading Room

In accordance with the Access to Information Act, an office has been designated as a public reading room. This room is situated at:

270 Albert Street, 10th Floor
Ottawa, Ontario

Montreal Port Authority

Chapter 104

General Information

Background

On March 1, 1999, pursuant to the new Canada Marine Act, the name and status of the Montreal Port Corporation were changed to the Montreal Port Authority (MPA). The transition from the Montreal Port Corporation is facilitated by the fact that the enterprise has already been operating in a commercial, efficient and profitable manner since at least its founding as a local port corporation in 1983 in accordance with the Canada Port Authorities Act, which had replaced the National Harbours Board Act of 1936, the Government Harbours and Piers Act and the Harbour Commissions Act of 1964.

Responsibilities

The MPA builds and maintains infrastructures leased to private stevedoring companies. It also directly operates a grain terminal, a passenger terminal and its own railway network with more than 100 kilometres of track providing transcontinental railways with direct access to almost every berth.

The MPA's mandate essentially is to facilitate domestic and international trade and thus contribute to the achievement of local, regional and national socio-economic objectives. Within its mandate and in respect of the environment, the MPA is committed to provide highly efficient facilities and services to its clients and increase and promote the competitive advantages of the Port of Montreal.

Legislation

- Canada Marine Act, 1999

Organization

The three levels of government each name an individual to the MPA Board of Directors. The federal transport minister, on the recommendation of the port users, nominates four other directors. All members of the MPA Board of Directors are from the Montreal area.

President and Chief Executive Officer

Defines the broad orientations of the enterprise, manages the objective and strategy setting exercise for the various Vice-Presidents; ensures that objectives are achieved and that the MPA's mission and mandate are respected and reports to the Board of Directors.

Vice-President, Legal Affairs and Secretary

Acts as corporate secretary for Executive Committee and Board of Director meetings; provides advice to Port's management on legal questions; takes charge of and monitors all legal files for the Port.

Vice-President, Marketing and Development

Maintains good relations with the maritime industry and business community with a view to knowing and satisfying current and future clientele; participates in the development of the enterprise's broad orientations and contributes to the achievement of its objectives.

Commercial Affairs

Plans and organizes promotional and marketing activities; gathers information of a strategic nature.

Communications

Creates and maintains excellent relations between the MPA and its stakeholders using various communication tools; supports marketing effort; provides advice to management about public affairs matters, communication and promotion strategies.

Economic Research and Analysis

Carries out various economic studies and cost analyses; monitors traffic, market trends and government bills; prepares traffic forecasts and co-ordinates in preparation of corporate plan; prepares annual rate file and analyses industry demands with respect to rates.

Vice-President, Operations and Harbour Master

Ensures that ships have secure access to wharves at all times; facilitates on and off loading of merchandise; carries out improvements and ensures that infrastructures are maintained;

operates port rail network, grain terminal and passenger terminal; manages stores inventories; monitors environmental compliance and the security of individuals and property located on the premises.

Operations

Ensures ship access to port at all times; manages port rail network and links transcontinental rail lines to the terminals.

Security and Fire Prevention

Ensures safety of port operations; ensures compliance with laws and regulations within the boundaries of the port; coordinates security and fire prevention activities; coordinates and plans security measures on the port territory.

Grain Terminal

Operates grain terminal and responds to domestic and international grain business requirements; preserves the quality of grain handled and stored at our facilities; develops new markets.

Technical Services

Plans, co-ordinates, manages and controls engineering and maintenance activities and projects so as to maintain and develop adequate port facilities that respond to established guidelines and environmental norms in order to optimize the return on MPA investments.

Vice-President, Administration and Human Resources

Ensures MPA financial self-sufficiency by putting in place policies, procedures and administrative and financial controls; plans infrastructure improvements; directs all property-leasing activities; co-ordinates business process reengineering activities and provides support to managers in reviewing their ways of doing things; optimizes information technology efficiency; maximizes efficiency of human resources by providing managers with the necessary human resource management tools and by ensuring that the work environment is conducive to individual professional development.

Financial Services

Produces financial information; ensures accuracy of accounting records; co-ordinates budget preparation and follow-up activities; ensures that assets are safeguarded by taking inventories and by maintaining appropriate work methods; provides

support for activities with appropriate internal controls; conducts financial analysis of special and investment projects.

Procurement

Assesses and manages insurance portfolio; responsible for the purchase of materials, supplies, equipment and services.

Information Technology

Plans, co-ordinates, manages and controls the MPA's management information systems and telecommunications activities; determines technological orientations; provides support required for maximizing these activities; manages filing systems, archives, messenger, receiving and reproduction.

Property Service

Prepares the property master plan for all real estate assets, oversees the planning and development of port terminals and facilities, manages the various steps for land purchases and sales, negotiates and/or manages contracts with current or potential tenants.

Human Resources

Negotiates and manages collective agreements; develops partnership with employees and their union representatives making it possible to achieve, within a harmonious, open and collaborative atmosphere, the objectives of the MPA; co-ordinates preventive and training activities with respect to health and safety in the workplace so that the MPA can provide all its employees with a work environment in which physical safety is assured at the lowest possible cost; structures personnel training and development in such a way as to meet the organization's needs and satisfy individual aspirations; ensures that human resource policies and programs as well as communications with employees contribute to the achievement of the organization's objectives.

Information Holdings

Program Records

General Management and Legal Affairs and Secretariat

Description: The Canada Marine Act establishes a new environment and a new way of doing business for Canada's major ports. As a Canada Port Authority (CPA), the enterprise has the necessary tools to conduct its business affairs in a commercial, efficient and timely manner. No longer a part of the Canada Ports Corporation, it has much greater autonomy and flexibility to operate according to business principles and to make investment decisions to the port's overall benefit.

Topics: Laws and regulations, associations and committees, meetings, legal affairs.

Program Record Number: MPA LAS 005

Marketing and Development

Description: The marketing and development division is responsible for the following activities: market development, marketing and promotional affairs, economic research and analysis, communications, information, media relations, special events and advertising.

Topics: Marketing, development, promotion, information services, economic studies, rates, statistics.

Program Record Number: MPA MAD 010

Operations

Description: Construction and maintenance of the port's infrastructures and facilities are the responsibility of Operations. The MPA operates its own grain terminal, passenger terminal, a railway network that serves practically all berths and its harbourmaster's department. It leases its other facilities to private enterprises specializing in the handling of merchandise. It provides services to its first-line customers – ocean carriers and stevedores – and it undertakes a variety of initiatives to increase and promote the competitive advantages of the Port of Montreal.

Topics: Container terminals, dredging, engineering, grain silo, environment, navigation, passenger terminal, rail network, maintenance and repairs of port buildings and facilities, ships, water levels, merchandise handling, fire prevention.

Program Record Number: MPA OPE 015

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their content.

Accounts and Accounting

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Office Appliances

Official Languages

Occupational Health, Safety and Welfare

Pensions and Insurance

Procurement

Salaries and Wages

Training and Development

Utilities

Vehicles

Particular Personal Information Banks

Access Request Data

Description: This bank contains requests from individuals seeking information under the Access to Information Act and the privacy Act.

Class of Individuals: General public.

Purpose: This bank processes access requests and reports the total number of request processed.

Consistent Uses: This bank is used to report on the administration of the Access to Information and Privacy Acts.

Retention and Disposal Standards: Records are retained for 2 years after resolution and then destroyed.

RDA Number: 98/001

Related PR#: MPA LAS 005

TBS Registration: 005395

Bank Number: MPA PPU 022

Accidents and Compensation

Description: This file includes accident reports and investigations and compensation requests, the names and addresses of the firms or individuals involved in an accident or who are claiming compensation.

Class of Individuals: General public.

Purpose: This file is used to conserve data on requests for compensation by or from the MPA.

Consistent Uses: To authorize or determine amounts owing to or claimed by the MPA in the event of a loss or damage.

Retention and Disposal Standards: Accident files are destroyed 6 years after the expiration of all measures.

RDA Number: 2002/001

Related PR#: MPA LAS 005

TBS Registration: 004261

Bank Number: MPA PPU 005

Accounts Payable and Accounts Receivable

Description: This file includes data on documents relating to purchases, sales and services such as the names, addresses and telephone numbers of suppliers and customers. The file may also contain data obtained at the time of making inquiries for the purpose of determining customer credit.

Class of Individuals: General public.

Purpose: This file is used to keep data on the settlement of supplier and customer accounts, the payment of advances and the reimbursement of MPA employee travelling expenses.

Consistent Uses: Justification of amounts paid to or received from individuals or enterprises. Preparation of income and expense statements.

Retention and Disposal Standards: The files are kept for 6 fiscal years and then destroyed.

RDA Number: 99/004

Related PR#: MPA LAS 005

TBS Registration: 004263

Bank Number: MPA PPU 015

Complaints, Interventions and Information Requests

Description: This file contains the details of persons who make a complaint or submit comments to the MPA about any matter coming under its jurisdiction. It contains the names and addresses of the persons who submit a request or an observation. It may also contain petitions submitted by citizens' groups.

Class of Individuals: General public.

Purpose: This file is used to keep data about complaints, observations and requests made to the MPA.

Consistent Uses: Follow-up on complaints and information requests and provide statistical information.

Retention and Disposal Standards: These files are kept for 1 year and then destroyed.

RDA Number: 2002/001

Related PR#: MPA MAD 010

TBS Registration: 004267

Bank Number: MPA PPU 035

Employment Applications

Description: This file contains employment applications, replies thereto and the curriculum vitae.

Class of Individuals: General public.

Purpose: This file is intended to conserve employment applications.

Consistent Uses: Provide documentation and information used to fill positions.

Retention and Disposal Standards: These files are kept for two years following expiry of the eligibility list or last administrative use, whichever is later and then destroyed.

RDA Number: 98/005

Related PR#: MPA OPE 015

TBS Registration: 004265

Bank Number: MPA PPU 025

Legal Files

Description: These files contain information about a number of legal questions affecting the MPA. It includes legal opinions, documents concerning lawsuits, seizures, collection files and other similar documents.

Class of Individuals: General public.

Purpose: Data conserved in these files are used for the application of federal laws and MPA by-laws. They are intended to compile data on legal questions affecting MPA.

Consistent Uses: Support action taken in settling lawsuits and any other legal matters, in conformity with federal laws and MPA by-laws.

Retention and Disposal Standards: Files are destroyed 6 years after the expiration of any provision.

RDA Number: 2002/001

Related PR#: MPA LAS 005

TBS Registration: 004266

Bank Number: MPA PPU 030

Permits, Passes and Pass Cards

Description: This file contains requests for permits or pass cards and correspondence concerning vehicle parking on premises belonging to the MPA. It also contains requests for visits and permits to

move about on port property. It contains the names and co-ordinates of those making the request.

Class of Individuals: General public.

Purpose: This file is used to keep data on requests for pass cards, visits and permits to move about or park.

Consistent Uses: To follow-up on such requests.

Retention and Disposal Standards: These files are kept for 2 years after expiry and are destroyed.

RDA Number: 98/001

Related PR#: MPA OPE 015

TBS Registration: 004268

Bank Number: MPA PPU 040

Real Property

Description: This file includes data on properties that were expropriated, purchased, leased or granted, valuation reports, the names and addresses of the persons or companies, rent determinations, data on servitudes. It may also contain personal information about the owners of real property that the Port is considering acquiring; names, addresses, telephone numbers, photographs of the property, information about mortgages and other debts.

Class of Individuals: General public.

Purpose: This file contains information for the management of real estate leasing, sale, disposal and acquisition activities; to maintain an inventory of available facilities and real estate.

Consistent Uses: Support for leasing and real estate transactions.

Retention and Disposal Standards: The files are destroyed 3 years after the sale, transfer, expiry of a lease or right for cause.

RDA Number: 2002/001

Related PR#: MPA LAS 005

TBS Registration: 004262

Bank Number: MPA PPU 010

Service and Purchase Contracts

Description: This file may contain supply orders, estimates of project costs, including specifications, calls for tender, tenders received and contracts. It may contain information about individuals and enterprises providing goods or services or to whom contracts have been awarded. The file contains names and addresses, data taken from curriculum vitae accompanying service proposals.

Class of Individuals: General public.

Purpose: This file is intended to keep information about persons or enterprises providing or supplying goods or services to the MPA or having a contract with it. In particular, the file contains data on calls for tender or the awarding of orders for purchases or supplies of merchandise, materials and equipment.

Consistent Uses: Control payments for supplies or services received. They may be used as a reference for other acquisitions or contracts.

Retention and Disposal Standards: Files are kept for 6 years after the expiration or non-renewal thereof and then destroyed.

RDA Number: 99/006

Related PR#: MPA LAS 005

TBS Registration: 004264

Bank Number: MPA PPU 020

Classes of Personal Information

Personal information is also kept in the subject files. Thus, it is impossible to extract information using personal identification. Personal information that is maintained in this way consists of publication requests, reports, general information requests, information requests about the MPA. In general, such information can only be extracted if the characteristics of the subject are provided. Conservation of personal information in this way is controlled by means of subject files in which the documents are kept.

Manuals

- Montreal Port Authority Letters Patent
- Port Authorities Management Regulations
- Port Authorities Operations Regulations

Additional Information

Please note: Requests made to the Montreal Port Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Montreal Port Authority.

Requests for further information about the port authority may be directed to:

Director of Communications
Montreal Port Authority
Port of Montreal Building, Wing No. 1
Cite du Havre
Montreal, Quebec H3C 3R5

Telephone: 514-283-7050

Facsimile: 514-283-0829

E-mail: info@port-montreal.com

For access to press releases, statistics and publications:

Internet: www.port-montreal.com

Reading Room

In accordance with the Access to Information Act, an area on the premises of Montreal Port Authority has been designated as a reading room. The address is:

Montreal Port Authority
Port of Montreal Building, Wing 1
Cite du Havre
Montreal, Quebec

Nanaimo Port Authority

Chapter 105

The annual update for this institution was not received for inclusion in the 2007–2008 version of this Info Source publication. The following is from the 2006–2007 version of Info Source.

General Information

Background

The Port of Nanaimo is the largest public cargo port on Vancouver Island and cargo activities have been undertaken here for over one hundred years. The Nanaimo Harbour Commission was created in 1961 and the port was continued as the Nanaimo Port Authority pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule 1 of the Access to Information Act and the Schedule of the Privacy Act

Responsibilities

The role of the Port is to manage marine navigation and safety issues within port boundaries and develop marine-related businesses on the foreshore lands that it owns or manages. The mission of the Port is to provide leadership and maintain a marine infrastructure that: satisfies the needs of users; offers, in a commercially viable manner, the best terminal handling operations and services; encourages responsible and sustainable property development; provides for a high level of safety and environmental protection; and supports the achievement of local, regional and national socioeconomic objectives.

Legislation

- Canada Marine Act, R.S.C. 1998, chapter C-10
- Letters Patent
- Management Regulations
- Operations Regulations

Organization

The President and Chief Executive Officer of the Nanaimo Port Authority is the head of the institution for the purposes of the Access to Information and Privacy Acts and exercises all

the powers and responsibilities pertaining to this function under the Acts in question.

Finance and Administration

This department is responsible for general accounting, financial analysis, budget forecasts, preparing of financial reports and the five-year business plan, cash management, insurance, administering capital projects, purchasing and supplies, computer systems, and human resources.

Harbour Operations

This department is responsible for marine traffic management within the harbour limits, allocation of berths, enforcement of regulations as a port authority as well as emergency planning.

Property

This department reviews and maintains awareness of land development opportunities, addresses property issues, administers leases, permits and licenses of tenants and activities along the Crown portion of the harbour.

Marketing

This department is responsible for business development, tariffs, customer relations, promotional affairs and advertising.

Information Holdings

Program Records

Harbour Operations

Description: Information relating to movement of traffic, vessels, seaplanes, safety, pollution, debris control, emergency planning.

Topics: Incidents, patrol operations, debris control, permits, marine emergency plan, aids to navigation.

Program Record Number: NANPA HOP 005

Terminal Operations

Description: Information relating to storage and movement of cargo and leased facilities.

Topics: Shipping stats, billings.

Program Record Number: NANPA TOP 010

Property

Description: Information relating to the administration of properties, leases and licences.

Topics: Title information, insurance, appraisals.

Program Record Number: NANPA PRO 015

Marketing

Description: Information relating to advertising, customers, promotional events, media, community relations, and press releases.

Topics: Advertising, publications, media clippings, tariffs.

Program Record Number: NANPA MKT 020

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Buildings and Properties

Employment and Staffing

Finance

Human Resources

Pensions and Insurance

Physical Security

Salaries and Wages

Staff Relations

Particular Personal Information Banks

Employment Applications

Description: This bank describes information related to applications for employment and related correspondence. Personal information includes the names of applicants, address, telephone and fax numbers, education, employment history, résumés, letters of recommendation, test results and staffing interviews.

Class of Individuals: Individuals seeking employment with the Nanaimo Port Authority.

Purpose: The bank is used to support decisions regarding the referral of candidates for staffing purposes.

Consistent Uses: Information may be transferred to an employee bank if the individual is offered and accepts employment. The candidate's skills

may be assessed and, if deemed suitable, the candidate may be invited to serve in a capacity other than the position of initial interest. This information may also be used for planning and evaluation purposes.

Retention and Disposal Standards: Solicited and unsolicited applications that have been considered in a staffing process are kept for a period of two years after the last administrative use. Unsolicited applications that have not been considered in a staffing process are kept for six months. The records are destroyed At the end of the retention period.

RDA Number: 2002/01

Related PR#: NANPA HOP 005

TBS Registration: 005573

Bank Number: NANPA PPU 005

Properties

Description: This bank describes information on property managed by the Authority and on tenants. Personal information may include names, addresses, telephone numbers, information about mortgages and other debts.

Class of Individuals: Tenants and individuals involved in property transactions with the Authority.

Purpose: This bank is used to document property transactions between the Authority and the general public such as leases, licenses, sale, exchange or purchase of lands and properties; to maintain an inventory of available facilities and real estate; to compile financial billings and receipts directly related to leases, licenses, and permits; and to track renewals.

Consistent Uses: The information in these files is used to document the decision process in property matters.

Retention and Disposal Standards: Records are retained for three years after the expiration of the lease, licensing or tenancy agreements, or the completion of the property transaction. The records are destroyed at the end of the retention period.

RDA Number: 2002/01

Related PR#: NANPA PRO 015

TBS Registration: 005574

Bank Number: NANPA PPU 010

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Security Video Surveillance and Temporary Visitor

Access Control Logs and Building Passes

Classes of Personal Information

In the course of conducting the programs and activities of the Port, categories of personal information may be accumulated which are not contained in the specific information banks described above. Such personal information includes: requests for information, expressions of public support, offers of services and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date the information was received by the Nanaimo Port Authority and the name of the person to whom it was addressed. The retention periods for these types of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

- Board of Directors Manual
- Emergency Procedures Manual
- Policies and Procedures Manual
- Harbour Master's Practices and Procedures

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Nanaimo Port Authority and its various programs and functions may be directed to:

Nanaimo Port Authority
PO Box 131
104 Front Street
Nanaimo, British Columbia V9R 5K4
Telephone: 250-753-4146
Facsimile: 250-753-4899
E-Mail: info@npa.ca
Internet: www.npa.ca

Reading Room

The Nanaimo Port Authority has designated a room on the premises at the above address as the public reading room.

Nanaimo Port Authority
PO Box 131
104 Front Street
Nanaimo, British Columbia

National Arts Centre

Chapter 106

Note: This institution is not subject to the Access to Information Act.

The annual update for this institution was not received for inclusion in the 2007–2008 version of this Info Source publication. The following is from the 2006–2007 version of Info Source.

General Information

Background

The National Arts Centre (NAC) raised its curtains for the first time in 1969. Created by the Parliament of Canada as a Centennial project during the 1960s, the NAC has become Canada's foremost showcase for the performing arts.

Today, the NAC works with countless artists, both emerging and established, from across Canada and around the world, and collaborates with scores of other arts organizations across the country.

The NAC is strongly committed to being a leader and innovator in each of the performing arts fields in which it works – classical music, English theatre, French theatre, dance, variety, and community programming. It is at the forefront of youth and educational activities, supporting programmes for young and emerging artists and programmes for young audiences, and producing resources and study materials for teachers.

The NAC is the only multidisciplinary, bilingual performing arts centre in North America, and one of the largest in the world.

Information Holdings

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Employment and Staffing

Finance

Hospitality

Relocation

Travel

Particular Personal Information Banks

Mail Order Records

Description: This bank contains names, addresses, telephone numbers, credit card information, seat number and prices.

Class of Individuals: Patrons of the NAC.

Purpose: The purpose of the bank is to keep record of mail order, group sales, student sales and telephone orders.

Consistent Uses: This information may be used to provide reports to management and it may also be used for research, planning, audit and evaluation purposes.

Retention and Disposal Standards: The information on file is destroyed after a two year period.

RDA Number: TBD

TBS Registration: 005088

Bank Number: NAC PPU 005

Subscriptions

Description: The purpose of this bank is to maintain a record of subscriptions. It contains names, addresses, telephone numbers, credit card information, seat location and prices.

Class of Individuals: Clients and subscribers of the NAC.

Purpose: This bank is used to ensure proper seat allocation and determination of seats available for general sale.

Consistent Uses: This information may be used to provide reports to management and it may also be used for research, planning, audit and evaluation purposes.

Retention and Disposal Standards: Information on file is retained two years, updated or destroyed.

RDA Number: TBD

TBS Registration: 005089

Bank Number: NAC PPU 010

Record of Parking Agreements

Description: This bank contains names, home and business addresses, telephone numbers and description of vehicles.

Class of Individuals: General public and the employees of the NAC.

Purpose: The purpose of the bank is to maintain a record of parking agreements between the NAC, the general public, employees and organizations

for parking privileges in the NAC garage. It is used for determining the number of parking spaces allocated on a monthly basis, and reconciliation of revenues.

Consistent Uses: This information may be used to provide reports to management and it may also be used for research, planning, audit and evaluation purposes.

Retention and Disposal Standards: Records are retained for 2 years and then destroyed.

RDA Number: TBD

TBS Registration: 005090

Bank Number: NAC PPU 050

Applicants Bank

Description: The purpose of this bank is to maintain an inventory of applicants for employment with the National Arts Centre. It includes applications for employment and resumes.

Purpose: The information contained in this bank is used for staffing purposes.

Retention and Disposal Standards: Records are retained for 2 years and then destroyed.

RDA Number: TBD

Related PR#: NAC PRN 920

TBS Registration: 005091

Bank Number: NAC PPU 055

Staffing and Employment

Description: This bank contains such records as solicited and unsolicited job applications, job descriptions, salary ranges, screenings, checklists, competition posters, resumes of work experience and education, reference letters and checks, lists of candidates, interview notes and rating of the selection committee.

Class of Individuals: Individuals who apply for or are hired to fill temporary and permanent positions with the NAC.

Purpose: The purpose of this bank is to support internal and external recruitment activities.

Consistent Uses: This information may be used to provide reports to management and it may also be used for research, planning, audit and evaluation purposes.

Retention and Disposal Standards: Records are retained for 2 years after last administrative use and then destroyed.

RDA Number: 98/005

Related PR#: NAC PRN 920

TBS Registration: 005092

Bank Number: NAC PPU 060

Professional Contracts Services

Description: This bank contains information such as names, addresses, telephone numbers, curriculums vitae, references and areas of contractual interest.

Class of Individuals: General public.

Purpose: Information contained in this bank allows the NAC to choose individuals in order for them to provide contract services.

Consistent Uses: This bank is used to store data on individuals contracted or that will be contracted by the NAC to provide professional services.

Retention and Disposal Standards: Information is kept for a minimum of two years and then destroyed.

RDA Number: 99/004

Related PR#: NAC PRN 914

TBS Registration: 005259

Bank Number: NAC PPU 070

"Live Rush" Program

Description: This bank contains the names, addresses, e-mail addresses and basic personal information such as: age, gender and preferences for the shows about young audience.

Class of Individuals: General public.

Purpose: The purpose of this bank is to promote and manage young audience performances.

Consistent Uses: This information is used to maintain contact with young audiences and enlarge future subscribers, to inform them about cultural, performing arts events.

Retention and Disposal Standards: Records are retained for two years.

RDA Number: TBD

TBS Registration: 005260

Bank Number: NAC PPU 080

Donations and Contributions

Description: This bank contains personal information such as names and addresses of donors as well as financial information on donations and/or financial contributions.

Class of Individuals: General public and private sector businesses and corporations.

Purpose: To maintain financial information dealing with the issuance of income tax receipts.

Consistent Uses: Pursuant to the Income Tax Act, documentation is used to support annual individual or corporate tax returns.

Retention and Disposal Standards: Records are retained for a period of 6 years.

RDA Number: TBD

TBS Registration: 005258

Bank Number: NAC PPU 065

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Hospitality

Personnel Security Screening

Relocation

Travel

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Privacy Act.

For further information about the programs and activities of the NAC, please contact:

Access to Information and Privacy Coordinator

Human Resources Department

National Arts Centre

P.O. Box 1534, Station B

Ottawa, Ontario K1P 5W1

National Battlefields Commission (The)

Chapter 107

General Information

Background

The National Battlefields Commission derives its mandate and powers from a 1908 Act of the Parliament of Canada, the Act respecting The National Battlefields at Quebec, 7-8 Edward VII, ch. 57, and its amendments.

Administratively, the Commission is designated as a departmental corporation and is listed in Schedule II of the Financial Administration Act.

Responsibilities

The Commission was established to acquire the historic battlefields of the city of Quebec and neighbouring communities, to create a national battlefields park and to conserve, develop these historic and urban parks.

The National Battlefields Commission administers the following sites: Battlefields Park (better known as the Plains of Abraham), with an area of about 101 hectares, commemorates the historic battle of 1759; Des Braves Park, with an area of about 6 hectares, marks the battle of 1760. Apart from these two parks, three major thoroughfares come within the Commission's jurisdiction, namely Des Braves Avenue, De Laune Avenue and De Bernières Avenue. The Commission also operates St Denis Terrace, east of the Citadel, and manages Martello Towers #1, #2 and #4, the Discovery Pavilion and the Louis S. St. Laurent Heritage House.

In addition to maintenance, conservation and security, the Commission offers public services: at the Discovery Pavilion, the "Odyssey: A journey through history on the Plains of Abraham" exhibition tells the story of the Plains of Abraham from the time of New France to the present day and presents in complement military life as it was in 1759–1760; an exhibition in the Martello Tower 1 on military engineering; an exhibition of the career as a politician and lawyer of the former Canadian Prime Minister Louis S. St. Laurent at the Louis S. St. Laurent Heritage House; the Edwin-Bélanger Bandstand presents a program of shows with various music during the summer season; guided tours, commentated bus tour of the Park, period fare, animation on various thematic subjects for

groups and school programs for primary and secondary level based on the teaching of natural and human sciences (the historic events); a garden, the Joan of Arc Garden, and other floral planning.

The Commission also provides a number of sports and recreation facilities including football, soccer, baseball fields, in-line skating path, a running track, paths and cross-country ski trails.

Legislation

- National Battlefields at Quebec Act

Organization

The Commission reports to Parliament through the Minister of Canadian Heritage, to whom the Chairman is directly accountable. It is governed by a board of nine Commissioners and one of them acting as Chairman. Seven members of the Board are appointed by the Governor General in Council. The two others are appointed by the Provinces of Quebec and Ontario that are entitled to appoint one representative each, by virtue of having contributed at least \$100,000 when the Commission was founded. Also appointed by the Governor General in Council, the Secretary acts as Director General and is responsible for the day-to-day management of all of the Commission's activities.

Administration is composed of management and financial and personnel services.

Conservation, which includes preservation, maintenance and surveillance activities aimed at ensuring a safe, stable environment, reducing wear and tear and minimizing or preventing damage. Three services are involved: development, maintenance and surveillance and security.

The development of the site's historic, cultural, recreational and natural resources – which encompasses visitor reception, facilities and services, interpretation, public awareness, dissemination of information, exhibits, activities and opportunities for public participation, the production of music shows with various styles, advertisement and promotion of activities and services ensuring the visibility of the Commission and the federal government. Three services are involved: Client Services, Cultural and Technical Services and Communications.

Information Holdings

Program Records

Head Office

Description: Records contain working papers, memorandums, correspondence, reports on the administration and operation of Battlefields Park, agreements and arrangements with other entities, documents related to the Commission's board meetings, plans and programs, as well as acts and regulations governing the site.

Topics: General administration; organization; policy.

Program Record Number: NBC ADM 1000

Administrative Services

Description: Records contain working papers, correspondence, documents relating to access to information, legal issues, records management and information related to the management of technology and telecommunications used.

Topics: Acts; procedures; standards.

Program Record Number: NBC ADM 1000

Financial Services

Description: Records contain documents concerning management of the Commission's budget, fees and rates applicable on the site, financial plans and planning, claims by and against the Commission, tenders and contracts, grants and contributions and financial audit information.

Topics: Finance; laws.

Program Record Number: NBC FIN 1500

Communications

Description: Records contain working papers, correspondence, communication plans, marketing studies and information on communications with the public; i.e. brochures, press releases and conferences, radio and television shows, newspapers and periodicals.

Topics: Advertising; marketing.

Program Record Number: NBC COM 2000

Maintenance Services

Description: Records contain working papers, correspondence, policy for using Battlefields Park, information related to buildings acquired and built by the Commission, their accessibility and maintenance, premises leased by or for the Commission and land occupied by the organization, property titles, surveying, development and occupancy permits.

Topics: Evaluations; registers; security; signage; specifications; urban planning; utilities.

Program Record Number: NBC ENT 2500

Supply

Description: Records contain documents on the acquisition, storage, distribution, maintenance and disposal of the Commission's materials and supplies.

Topics: Inspections; inventory; materials.

Program Record Number: NBC MAT 3000

Human Resources Services

Description: Records contain working papers, correspondence, information regarding employee classification and staffing, competitions and examinations, conflicts of interest, employment equity, training and development, appraisal reports and performance reviews, recruiting, staff relations and occupational health and safety.

Topics: Collective agreements; labour; pay; recreational activities.

Program Record Number: NBC PER 3500

Client Services

Description: Records include working papers, correspondence, development concepts, analyses of tourism potential, public opinion surveys, information on activities and events in the Park, conservation of the site and historical buildings, exhibitions, plaques and monuments, reception and guide services at Battlefields Park.

Topics: Archeology; artifacts; investigations; planning; restoration; studies; surveys; tourism.

Program Record Number: NBC CLI 5000

Development Services

Description: Records contain working papers, correspondence, information on the environment, natural resources and Battlefields Park's arboreal, wildlife and floral resources.

Topics: Investigations; studies, pollutants, pollution; regulations.

Program Record Number: NBC ENV 5500

Security Services

Description: Records contain working documents, correspondence, information with regard to the safety of users of Battlefields Park, legislation and law enforcement on the site.

Topics: Courts of Justice; infractions; investigations; responsibilities.

Program Record Number: NBC LOI 5800

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Hospitality

Travel

Business Continuity Plans

Particular Personal Information Banks

Board of Directors Record

Description: This bank contains information about members of the Commission's Board of Directors. It contains the directors' names, birthdates, personal addresses, personal and work telephone numbers and e-mail addresses, as well as their résumés, brief biographies, statements of competencies and appointment statements.

Class of Individuals: Individuals appointed to the Commission's Board of Directors.

Purpose: To document information on current and past members of the Board of Directors, determine their expertise and identify areas on which they can advise the Commission.

Consistent Uses: None.

Retention and Disposal Standards: Records are kept active for one year after the departure of a board member and are then rendered inactive and transferred to the Commission's archives.

RDA Number: Under development.

Related PR#: NBC ADM 1135

TBS Registration: 007054

Bank Number: NBC PPU 001

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Business Continuity Planning (BCP)

Hospitality

Travel

Classes of Personal Information

In the exercise of its mandate, the National Battlefields Commission enters into its records certain kinds of personal information which do not appear in the personal information files to which this directory applies. Such information is kept in the appropriate files and classified by subject. It is not traceable by name or by any other identifier unique to the individual. To retrieve personal information in these categories, the Commission needs to know the subject in question and the date when the document was produced.

The personal information contained in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject records schedules.

Manuals

The manuals used by the National Battlefields Commission for the administration or implementation of policies, programs and activities for the public are mostly published by central agencies and are available on their respective Web sites. Other manuals used are:

- Emergency Procedures – Discovery Pavilion
- Guideline – Martello Towers monitoring
- Health and Safety Committee operational rules
- Occupational Health and Safety Policy
- Policy on the Use of the Territory Managed by the NBC
- Responsibilities and work method – Interpretive Guide
- Responsibilities and work method – Reception Officer
- Safety Procedures

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Commission and its various programs and functions may be directed to:

The Secretary
The National Battlefields Commission
390 de Bernières Avenue
Quebec, Quebec G1R 2L7

Telephone: 418-648-3506
E-mail: michel.leullier@ccbn-nbc.gc.ca
Internet: www.ccbn-nbc.gc.ca

Reading Room

Facilities in Documentation Resources have been designated as a public reading room in accordance with the Access to Information Act. The address is:

390 de Bernières Avenue
Quebec, Quebec

National Capital Commission

Chapter 108

General Information

Background

The National Capital Commission (NCC) is a Crown Corporation created in 1958 to succeed the Federal District Commission (1927–1958) and the Ottawa Improvement Commission (1899–1927).

NCC's corporate mission is creating pride and unity through Canada's Capital Region.

The Board of Directors, as the NCC's governing body, is the apex of the organization. The board is responsible for: approving corporate plans and budgets; reviewing annual reports and financial statements; advising on issues, policies and strategies; and approving projects, transactions and action plans. The NCC Chairperson heads the Board, speaks on its behalf, and is the formal link between the corporation and the responsible minister, the Minister of Transport, Infrastructure and Communities.

Responsibilities

The National Capital Act of 1958, amended in 1988, gives the NCC the mandate to prepare plans for and assist in the development, conservation and improvement of the National Capital Region (NCR) in order that the nature and character of the seat of the Government of Canada may be in accordance with its national significance; and to organize, sponsor or promote such public activities and events in the NCR as will enrich the cultural and social fabric of Canada, taking into account the federal character of Canada, the equality of status of the official languages of Canada and the heritage of the people of Canada.

Furthermore, the NCC may coordinate the policies and programs of the Government of Canada respecting the organization, sponsorship or promotion by departments of public activities and events related to the NCR.

Legislation

- National Capital Act, R.S.C., 1985, c. N-4, as amended

Organization

Executive Office (EXEC)

The Chief Executive Officer (CEO) heads a senior management team. The following report to the CEO: Ombudsman and Corporate Secretariat Branch; Audit and Corporate Ethics Branch; Legal Services Division and the positions of Executive Vice-President and Chief Operating Officer (COO) and Senior Advisor, Intergovernmental Relations.

The COO is accountable for the day-to-day management of all operations of the Commission. Six branches report to the COO: Capital Planning and Real Asset Management Branch; National Programming, Communications and Marketing Branch; Environment, Capital Lands and Parks Branch; Finance and Procurement and Chief Financial Officer Branch; Human Resources and Information Management Branch; and Strategic Management and External Relations Branch.

Audit and Corporate Ethics Branch (ACE)

Establishes and delivers the audit function created to examine and evaluate the economy, efficiency and effectiveness of NCC's activities. Provides assurance to the Corporate Audit and Evaluation Committee (CAEC) and makes recommendations to management on NCC's performance and the management of risks and internal controls. Coordinates and facilitates all audits conducted by external agencies. Responsible for overseeing the Ethics Office.

Capital Planning and Real Asset Management (CPRAM)

Capital Planning and Real Asset Management Branch develops long-range policies and plans for the physical development of federal lands in the Capital; manages and develops a portion of the NCC's real property assets which includes the design and implementation of NCC construction and rehabilitation projects; provides planning advice to federal departments and other levels of government; manages the NCC's Heritage program; undertakes design, land use and land transaction reviews and grants approvals on behalf of the Crown under authority of the National Capital Act; acquires and disposes of properties; manages the NCC portfolio of commercial real

estate transactions; provides realty operations services; identifies development opportunities, including joint development ventures and delivers property development projects; provides design and construction services, such as engineering, architecture, landscaping architecture, urban design, life cycle management and professional services in support of major capital development projects of the Commission.

Environment, Capital Lands and Parks (ECLP)

ECLP's mandate is to safeguard and preserve Capital assets and to provide visitors with "Green Capital" services and products. ECLP is in the business of land use management; asset lifecycle and maintenance management; natural resources; environmental management and environmental stewardship; law enforcement and public safety; visitor information, interpretation and recreational services and programs and support services to NCC and community events. In addition, ECLP has the responsibility for managing the six "Official Residences", the programming at the Mackenzie King Estate and the management of food and service concessions on Urban Lands and in Gatineau Park. ECLP Branch is structured under the following portfolios: VP's Office; Urban Lands and Transportation; Gatineau Park and Greenbelt, Official Residences; Environmental Management and Protection; and Planning and Branch Management Services.

Finance and Procurement (FP)

Finance and Procurement Branch manages the NCC's financial planning, accounting operations, taxation and procurement services. The Executive Director is the corporation's Chief Financial Officer (CFO). The Branch is responsible for financial services; procurement services; and payments in lieu of taxes.

Human Resources and Information Management Branch (HRIM)

Human Resources and Information Management Branch manages the NCC's human resources services; information management services; information technologies and geomatics services; facilities management services and security services. The Vice-President is the corporation's Departmental Security Officer (DSO) and the Chief Information Officer. The Branch is responsible for the management of human resources; management and security of information holdings;

library services, printing services, information technologies; engineering and cadastral surveys, mapping services and the provision of geographic information; materiel management; warehousing; facilities management; fleet management; personnel security; physical security and the corporate security program.

Legal Services (LS)

Provision of legal services in both common law (Ontario) and civil law (Quebec) jurisdictions to the CEO, senior management, advisory committees, and staff of the Commission.

National Programming, Communications and Marketing (NPCM)

The National Programming, Communications and Marketing Branch focuses on Canada's Capital as a means of instilling pride and a sense of unity among Canadians. The Branch also plans, develops and carries out all NCC media relations, business development, marketing and broadcast activities for NCC projects and programs such as Canada Day, Winterlude, Youth and Family Outreach Programs, Sound and Light Show on Parliament Hill, the Capital InfoCentre and Site Animation Program. Through internal and external partnerships, the Branch manages, develops, stages and promotes celebrations, festivals and the various above mentioned public activities. It showcases and interprets Canadian symbols, values and achievements through a variety of public programs, and orients and informs visitors about the significance of the Capital Region and its national institutions, commemorations and events. The Branch is also responsible for conducting translation, design and environmental graphics activities for the Commission.

Ombudsman and Corporate Secretariat (OCS)

OCS is responsible for formulating and implementing strategies, programs and policies that will result in an efficient management of the NCC's Corporate Secretariat, Ombudsman, Access to Information and Privacy, Canadiana Fund and executive correspondence functions.

Strategic Management and External Relations Branch (SMER)

The SMER Branch manages the NCC's strategic and corporate planning processes that determine the corporation's objectives, priorities and strategies; the internal evaluation and research functions that

review and report on the effectiveness, efficiency and relevancy of NCC programs; and the NCC's public consultation and community relations programs to ensure that the public's views and interests are an integral component of the decision-making process.

Information Holdings

Program Records

Audit and Corporate Ethics

Description: Information relating to the management, the monitoring and the support of observations of corporate audit projects.

Topics: Internal and External Audit Reports and Management Self Assessment.

Access: By subject.

Format: Paper files and EDP.

Program Record Number: NCC ACE-A 030

Branch Management Services (CPRAM)

Description: Information relating to the provision of integrated Branch management services, financial management services including Multi-Year Capital Construction Program (MYCCP), and systems services.

Topics: Branch Resources Management; Strategic, Operations and Human Resources; Branch Memorandum of Understanding (MOU); Special Exams and Audit; Access to Information and Privacy; Performance Monitoring and Reporting; Issue Management; Operational Simplification; and Branch Policies and Procedures Development and Analyses.

Access: By subject.

Format: Paper files and electronic records.

Program Record Number: NCC CPRAM-A000

Business Development

Description: Information relating to corporate sponsors and other private-sector groups maintained to interest them in participating in events, programs and services and thereby generating revenues for NCC activities.

Topics: Winterlude, Canada Day, Rideau Canal Skateway, Sunday Bikedays and other sponsorship opportunities.

Access: By subject.

Format: Paper files.

Program Record Number: NCC NPCM-NP 600

Canadiana Fund

Description: Information relating to the Canadiana Fund which works closely with the Advisory Committee on the Official Residences, the

National Capital Commission and Public Works and Government Services Canada, to enhance the interest in, and beauty of, the state areas of the official residences through donations of fine examples of historical furnishings, paintings and art or the funds needed to purchase them. Pieces are chosen that reflect Canada's heritage and artistic traditions, that have historical associations or that compliment the architectural style of a residence.

Topics: Rideau Hall, 24 Sussex Drive, Harrington Lake, Stornoway, The Farm (Kingsmere), 7 Rideau Gate and the Citadel.

Access: By subject.

Format: Paper files, Photographs, and Slides.

Program Record Number: NCC OCS-RD 300

Capital Events

Description: Information relating to public events and programs of national and international significance in the National Capital Region; information relative to Production Services (logistics) and Volunteer Services.

Topics: Canada Day Celebrations and Shows; National Commemorations and Celebrations (such as 150th Anniversary of Canada's Capital in 2007); NCC's equipment loan program; Winterlude, Site Animation; Christmas Lights Across Canada and LeBreton Flats Programming.

Access: By subject.

Format: Paper files, Site Plans, Slides, Electronic Data Processor and Photographs.

Program Record Number: NCC NPCM M 200

Capital Interpretation

Description: Information relating to providing programs which increase understanding, appreciation and respect for the role, functions, institutions, symbols, art, commemorations, heritage and national significance of the Capital. These programs include guided and self-guided interpretation and orientation, multi-media productions, exhibits, interpretation panels and publications.

Topics: Parliament Hill Programming; Sound and Light Show; Discover the Hill programs; Info-tent; Confederation Boulevard interpretation programs and publications; Interpretation in core area parks including: Major's Hill Park, Jacques Cartier Park; Leamy Lake Park and LeBreton Flats Riverfront Park; A Tulip Legacy; Representation Programming; capital commemorations and public art.

Access: By subject.

Format: Paper files, Electronic Data Processor, Photographs, Maps.

Program Record Number: NCC NPCM-NP 500

Capital Youth Programs and National Outreach

Description: Information on educational programs targeting schools and youth from across the country to enrich their capital experience and appreciation.

Topics: National Outreach Programs which include Provincial/Territorial Linkages such as the Canadian Capital Cities Network (CCCO); Capital Youth Programs such as Adventures in Citizenship; Canada's Capital Tours; A World Class Capital; "Get Ready for the Capital" and new thematic pedestrian tours; Database Management/Marketing campaign targeting teachers and educational tour operators. National Outreach Programs, liaising with the provinces and territories, such as the Canadian Capital Cities Organization, Christmas Lights Across Canada and web sites focused on by the Capital's interpretation.

Access: By subject.

Format: Paper files, computer databases, photographs and videos.

Program Record Number: NCC NPCM-NP 700

Commission Secretariat

Description: Information relating to the administration of the NCC's Board of Directors, and of the Corporate, Advisory and Management Committees, and protocol activities related to public events such as Canada Day, Christmas Lights Across Canada, Winterlude and many other NCC events.

Topics: Minutes of Commission, Corporate, Executive Management and Advisory Committees and lists of topics examined; Members of the Commission and Committee Members; lists of guests; invitations and logistics (master of ceremony, notes, speeches, scenarios).

Access: By subject.

Format: Paper files and Electronic Records.

Program Record Number: NCC OCS-A 020

Design and Construction

Description: Information relating to the provision of design and construction management, architectural, engineering, landscape architecture and life cycle inspection/management services to create, rehabilitate, and preserve NCC's real and heritage assets, landmarks, natural features, infrastructure and industrial, private and commercial buildings.

Topics: Bridges; Parkways; Roadways; Multi-Year Capital Construction Program (MYCCP); Capital Parks; Interpretive Media; Recreational pathway system, Urban Lands, Greenbelt and Gatineau Park assets, Confederation Boulevard and Official Residences.

Access: By subject.

Format: Paper files, Maps, Plans, Drawings, Electronic records and Electronic Data Processor.

Program Record Number: NCC CPRAM-RD 200

Environmental and Natural Resources (Includes Gatineau Park and Greenbelt)

Description: Information relating to land and natural resources management as well as to the management of activities and programs associated with the provision of services and facilities for public enjoyment in Gatineau Park and the Greenbelt.

Topics: Land Maintenance; Land Use including Leases, Agreements, Permits, Permissions, Concessions, Licence of Occupation, Service and Partnership Agreements; Trail and Recreational Facilities; Natural Resources Management; Forestry; Agriculture; Interpretation and Animation; Facility Management; Furnishing and Fixture Management; Event Management; Snow and Ice Control; Building and Infrastructure Management and Land Maintenance.

Access: By subject.

Format: Paper files, Maps, Plans and Drawings, Slides and Photographs, and Electronic Records.

Program Record Number: NCC ECLP-GP 100

Environmental Services Program

Description: Information relating to assessments of the potential environmental impact of NCC activities and initiatives involving NCC or federal lands and assets. As well as information relating to the NCC's compliance with relevant environmental laws, regulations, policies and standards federal environmental targets, standards and commitments and to the provision of opportunities and knowledge to NCC employees to ensure programs and activities are environmentally-sound.

Topics: Environmental assessment and contaminated sites management.

Access: By subject.

Format: Paper files, Maps, Plans and Drawings, Slides and Photographs, and Electronic Records.

Program Record Number: NCC ECLP-CP 220

Evaluation and Research

Description: Information relating to the evaluation of the economy, efficiency and effectiveness of the NCC's programs; planning and implementing research and analysis; and coordinating program evaluation to facilitate program development and delivery.

Topics: Corporate Research Plan, Corporate Research Framework, Multi-Year Evaluation Plan, public opinion surveys, evaluation reports, management self-assessments and research studies.

Access: By subject.

Format: Paper files and EDP.

Program Record Number: NCC SMER-A060

Facilities Management Services

Description: Information relating to the management of moveable assets, materiel, fleet, warehousing and headquarters facilities; the administration of the Alternative Fuels Act, provisioning services, and transportation of employees.

Topics: Asset Management; Material Management and NCC Fleet; Headquarters Facilities Management; Alternative Fuels Act.

Access: By subject and Supplier Name.

Format: Paper files, Microform, Electronic documents and Electronic Data Processor.

Program Record Number: NCC HRIM-A120

Finance and Procurement

Description: Information relating to the management of financial planning and reporting accounting, taxation and financial services, financial management systems and procurement.

Topics: Financial Planning, Supplementary Estimates, General Accounting and Financial Statements, Contract Administration including contract files, Accounts Payable, Accounts Receivable, Payments in Lieu of Taxes, Revenue and Collection, Banking Operations, Financial Management Reports, Financial Plans and Budgets.

Access: By subject and Supplier Name.

Format: Paper files, Microform, Electronic documents and Electronic Data Processor.

Program Record Number: NCC FP-A200

Industrial Design and Environmental Graphics

Description: Information relating to the provision of industrial design and environmental graphics services in support of assets and NCC public programs and events.

Topics: Signage, Interpretive Media, Environmental Graphics, Exhibit Design and Corporate Identity; design, fabrication, installation, life-cycle refurbishment.

Access: By subject.

Format: Paper, Photographs and Slides.

Program Record Number: NCC NPCM-RD 200

Information and Orientation

Description: Information to support the delivery of visitor services in the Capital region and to promote public programs which contribute to a better understanding and appreciation of the national significance of the Capital, its institutions and attractions.

Topics: NCC Capital Infocentre and Plaza; Contact Centre; Capital Infoguide; Front-line Visitor Services; Group Tours/Capital Reservations and Itineraries; National Capital Region Attractions and Institutions; Orientation and Wayfinding.

Access: By Subject.

Format: Paper and Electronic Data Processor.

Program Record Number: NCC NPCM NP 530

Information Management Services

Description: Development and implementation of policies, plans, systems and services for the management and security of the NCC's information holdings, corporate administrative policies and procedures, the provision of services for: document management, library, reproduction/printing, mail and couriers.

Topics: Corporate Information Inventory; Information Classification and Identification Systems; Retention and Disposition; Corporate Administrative Policies and Procedures (CAPPs); Security of Information; Corporate Information Services; Mail and Courier Operations; Library Services; Printing Services.

Access: By subject.

Format: Paper files, plans, electronic records and Electronic Data Processor.

Program Record Number: NCC HRIM-A400

Information Technologies and Geomatics Services

Description: Information relating to the development of technology strategies, policies, plans and activities to support the management of the NCC's Information Technology requirements, and information relating to the surveying, mapping and Geographic Information System (GIS) program to support the Commission's assets management, engineering, landscaping, construction, national programming and land transactions activities.

Topics: Information Technology (IT) Security; Information Systems Architecture; Data Administration; Database Management; Data Models; Corporate Systems Development and Applications Support; Micro Computer Support Services; Helpdesk; Networks; Client/Server Environment; Year 2000 Project; Web Technologies; Voice Communication and Messaging Systems; Computer Services; Technical Services; Technologies Facilities Management, Topographical Mapping and Digital Mapping, AutoCAD, Geographic Information Systems, Land Surveys, Legal Surveys of NCC Properties and Legal Descriptions of Lands, Current Title Records, Atlas of NCC Land Use, Aerial Photography.

Access: By subject.

Format: Paper Files, Maps, Plans Drawings, electronic records, Aerial and other Photographs, Digital files and various electronic media.

Program Record Number: NCC HRIM-A500

Intergovernmental Relations

Description: Information relating to consultations and coordination with federal, provincial, regional and municipal governments.

Topics: Coordination and liaison on land and property matters, on construction, maintenance and renovation of buildings, grounds and varied structures, on programs promoting national understanding, pride and awareness of the Capital, on Intergovernmental Committee and program coordination.

Access: By subject.

Format: Paper files.

Program Record Number: NCC EXEC-EX 100

Legal Services

Description: Information relating to legal matters, particularly litigation and commercial matters of the Commission.

Topics: Legal aspects of land and commercial transactions; legal agreements; damage suits for and against the Commission; collection of accounts; statutory interpretation and legal research and opinion.

Access: By subject.

Format: Paper files.

Program Record Number: NCC EXEC-LS 100

Marketing

Description: Information relating to the creation of an appreciation of the national significance of the Capital among Canadians, and stimulation of their interest in visiting the Capital.

Topics: Capital Awareness Marketing; National Broadcasting; Event and Program Promotion; Advertising Sales; Publication and Audio/Video Management; Writing/Editing/Translation; Graphic Design; Production Coordination; Public Contact System; Distribution Services and Database Management and Marketing.

Access: By subject.

Format: Paper files, computer databases, photographs and videos.

Program Record Number: NCC NPCM-NP 700

Merchandising

Description: This bank is no longer in use. Information pertaining to the development and sale of souvenirs to enhance the promotion of major NCC events and programs and generate revenues.

Topics: Public events, programs and locations such as Canada Day, Winterlude and the Rideau Canal Skateway.

Access: By subject.

Format: Paper files.

Program Record Number: NCC NPCM-NP 600

Official Residences

Description: Information relating to the management of the Official Residences' portfolio; the provision of property management, interior design, ceremonial support, greenhouse and grounds maintenance operations services for Canada's six Official Residences within the National Capital Region.

Topics: Rideau Hall; Stornoway; 24 Sussex; Harrington Lake; Kingsmere (The Farm); 7 Rideau Gate.

Access: By subject.

Format: Paper files, Maps, Plans, Drawings, Photographs, Slides and Electronic Data Processor.

Program Record Number: NCC ECLP-OR 100

Payments in Lieu of Taxes

Description: Information relating to the management of the payments in lieu of taxes for NCC properties.

Topics: Property assessments and taxation.

Access: By roll number and Municipality for grants payments.

Format: Paper files and Electronic Data Processor.

Program Record Number: NCC FP-RD 610

Planning, Design and Land Use

Description: Information relating to the development of long range plans for NCC and other federal lands in the National Capital Region, the preparation of transportation studies generally in collaboration with municipal governments, and the monitoring of and responses to municipal planning and development control activities affecting NCC lands. Information relating to Design, Land Use and Transaction Approvals for projects and any works on federal lands in the NCR, for the use, disposal, lease or purchase of NCC lands; for the design of buildings, landscaping and other works and for plans for federal lands including Master and Area Plans and amendments, and to the NCC's Heritage program.

Topics: Plan for Canada's Capital; Building Canada's Capital Region in the 21st Century; Capital Agenda 21; Strategic Transportation Initiative; Gatineau Park, Greenbelt and Urban Lands (in preparation) Master Plans; Core Area, Leamy Lake (under review) and Parkway Sector Plans; Moore Farm, Meech Creek Valley

Area Plans; Confederation Heights Node Plan; LeBreton Flats Plan Implementation; Saint-Laurent Boulevard (Laramée-McConnell Project); Islands Strategic Plan; Sparks Street Mall Revitalization; Plan de développement intégré de la rivière des Outaouais; Interprovincial Transportation studies National Interest Land Mass (NILM). Federal Land Use, Transaction and Design Review and approvals; the interpretation and implementation of NCC or other federal plans, including the Plan for Canada's Capital, Greenbelt Master Plan and Parliamentary and Judicial Precinct Area Development Plan; Heritage and Archaeology on NCC and other federal lands, including artefact collections; planning and urban design principles/guidelines; view protection policies in the NCR.

Access: By subject.

Format: Paper files, Drawings, Plans, Maps, Photographs, electronic records and Electronic Data Processor.

Program Record Number: NCC CPRAM-CP 100

Planning and Branch Management Services (ECLP)

Description: Information relating to ECLP Branch which regroups the administrative, human resources and financial activities, operational support services such as GIS, special projects to the Branch and corporate processes.

Topics: ECLP Branch administration includes human resources; finance; program and performance evaluation; partnerships; corporate planning; policy and procedures and information systems development; Geographic Information System (GIS).

Access: By subject.

Format: Paper files, GIS Database and electronic records.

Program Record Number: NCC ECLP-A 000

Property Strategy and Leasing

Description: Information relating to the management of the NCC's rental property portfolio (i.e. commercial, residential, agricultural, recreational, institutional and land leases) and the provision of property management, marketing and leasing services to other NCC portfolios (i.e. Gatineau Park, Greenbelt and Capital Urban Lands).

Topics: Head Leases; Marketing and Leasing; Property Management and Maintenance; Utilities and Demolitions.

Access: By subject.

Format: Paper files, electronic records, EDP, Maps, Plans and Drawings.

Program Record Number: NCC CPRAM-RD 500

Public Consultations

Description: Information relating to the development and implementation of public consultations processes and information sessions; community relations programs. Topics: public consultations and resulting reports, annual public meeting, annual meeting with local interest groups.

Access: By subject.

Format: Paper files and EDP.

Program Record Number: NCC SMER-EX 200

Real Estate Transactions and Development – Property Development

Description: Information relating to the development of the NCC's real assets; the management of private sector joint projects to generate revenue and produce Capital programming; provision of planning advice regarding municipal and regional Official Plans and zoning; the application of appropriate official Plan and zoning designations for the NCC's real assets; provision of urban design plans and strategies and, the implementation of the Core Area initiatives including LeBreton Flats development.

Note: Formerly Property Development and Planning.

Topics: Ground and head lease. 700 Sussex Drive (former Daly Site), 489 Sussex Drive, 12 Clarence Street, 22 Murray Street, 20 George Street, 131 Queen Street; acquisitions, disposals and exchanges.

Access: By subject.

Format: Paper files, Electronic Data Processor, Maps, Plans, electronic records and Drawings.

Program Record Number: NCC CPRAM-RD 100

Real Estate Transactions and Development – Transactions

Description: Information relating to negotiation and completion of property transactions for the acquisition, disposal in order to generate revenue, expropriations or exchange of properties, and the granting of easements and licences of occupation, encroachments and divestitures in support of the NCC's mandate.

Note: Formerly Real Estate Transactions.

Topics: Diplomatic Missions Sites; Easements; Licences of Occupation; Exchanges; Expropriations; Acquisitions; Disposals and Divestitures.

Access: By subject.

Format: Paper files, electronic records, Maps, Plans, Drawings, Photographs and Electronic Data Processor.

Program Record Number: NCC CPRAM-RD 600

Security Services

Description: This area reports to the Human Resources Division. Security Services holds standard program records relating to security screening as well as information relating to security incidents. The Security Automated Screening System is used to maintain security screening information on employees, students, volunteers and contractors. The data gathered is name, address, and residential and employment history when required.

Topics: Personnel Security Screening and Physical Security Program.

Access: By subject.

Format: Paper files, Maps, Plans, Drawings, Photographs and Electronic Data Processor.

Program Record Number: NCC HRIM-A800

Strategic Communications

Description: Information relating to media information and services about the NCC and Canada's Capital Region.

Topics: News releases; media relations; media inquiries.

Access: By subject.

Format: Paper files.

Program Record Number: NCC NPCM-M 900

Strategic Planning and Government Liaison

Description: Information relating to the strategic and corporate planning and reporting processes; development and implementation of policies, plans; responding to parliamentary questions; and liaising with ministerial and central agency personnel on NCC files.

Topics: Corporate Strategies and Objectives, Environmental Scans, Corporate Strategic Initiatives, Strategic plans; Corporate Plans and Priorities, Corporate Reporting Process, Performance and Financial Reviews, Performance Measurement, Program Activity Architecture (PAA), Annual Report, Operational Plans, Treasury Boards Submissions, parliamentary questions.

Access: By subject.

Format: Paper files, plans, electronic records and Electronic Data Processor.

Program Record Number: NCC SMER-A050

Urban Lands and Transportation (ULT)

Description: Information relating to the management of urban parks and urban lands, the transportation networks and corridors that provide visitors with access to the Capital, the management of core recreational facilities programs and services that provide visitors with a positive experience of the Capital. This

portfolio is also responsible for the preservation and protection of the Capital's urban settings, the provision of maintenance operations (for NCC urban lands and most lands of federal departments) and event support services through Maintenance Management Agreements with contracts with the private sector and agreements with local governments.

Topics: Recreational Facility Management (Rideau Canal Skateway, Recreational Pathways, Picnic Grounds, Beaches, Concessions, Parking) Building and Infrastructure Management, Horticulture and Grounds Maintenance, Snow and Ice Control, Floral Displays, Waste Management, Special Events and Support, Public Safety, Land Access Permits and Permissions, Event Permits.

Access: By subject.

Format: Paper files, Maps, Plans and Drawings.

Program Record Number: NCC ECLP-ULT 100

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Business Continuity Plans (BCP)

Classification of Positions

Employment and Staffing

Equipment and Supplies

Executive Correspondence

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Physical Security

Procurement

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Particular Personal Information Banks

Artists and Agents

Description: This bank describes information about artists, performers, and artists' agents who have offered their services as potential clients or have worked under contract for the NCC. Basic information such as: names, mailing address, telephone numbers, e-mail addresses, musical type, portfolio, GST numbers, artist biographies and financial information when a contract is in place.

Class of Individuals: Canadian and international artist and agents.

Purpose: The purpose of this activity is to recruit artists or performers for festivals or events in the National Capital Region hosted by the NCC. This information is used to maintain an inventory of available talent who may be showcased at an event marketing and/or promoting the National Capital Region as well as promoting Canada to Canadians and international visitors.

Consistent Uses: This information may be used to provide reports on this program to senior management. The information may also be used for research, planning, audit and evaluation purposes.

Retention and Disposal Standards: Hard files (press folders, CD's, others) will be kept for two years or until superseded then destroyed.

RDA Number: 05/004

Related PR#: NCC NP-100

TBS Registration: 005937

Bank Number: NCC PPU 078

Camp Site and Hut-to-Hut Program Registration Records

Description: This bank contains the names of campers at Gatineau Park. It may also contain addresses, telephone numbers, e-mail addresses, credit card numbers and fees paid for the rental of the sites. This bank is managed by the contractor on a day-to-day basis.

Class of Individuals: General public.

Purpose: The purpose of this bank is to control the allocation of camp sites and to maintain a record of revenue.

Consistent Uses: This bank is also used to maintain mailing lists for future reservations, revenue accountability and future planning.

Retention and Disposal Standards: Two years after expiry and then destroyed.

RDA Number: 96/035

Related PR#: NCC ECLP-GP 100

TBS Registration: 002197

Bank Number: NCC PPU 065

Catalogue of Contractors

Description: This bank may contain brochures, summaries of past contracts, product catalogues, resumes, references and declared areas of contractual interest.

Class of Individuals: General public.

Purpose: The purpose of this bank is to maintain a record of professional and business persons who have offered their goods and services to the National Capital Commission.

Consistent Uses: The information in this bank may be used to find suppliers who specialize in a particular field of work.

Retention and Disposal Standards: Records are retained for two years and then destroyed.

RDA Number: 01/009

Related PR#: NCC FA-A700

TBS Registration: 000803

Bank Number: NCC PPU 020

Contracts

Description: Data may include terms of reference, specifications, contract documents, source lists, bid results, non-negotiable contract securities, performance reports and related correspondence.

Class of Individuals: General public.

Purpose: The purpose of this bank is to maintain an accurate account of all contract activities.

Consistent Uses: It is used to verify contract information as required and to provide official documents for audit purposes.

Retention and Disposal Standards: Records are retained for six fiscal years after completion of terms of contract and then destroyed.

RDA Number: 01/009

Related PR#: NCC FP-A700

TBS Registration: 000804

Bank Number: NCC PPU 025

Damage Claims and Incident Reports

Description: This bank may contain incident and/or accident reports, police reports, witness reports, estimates, amounts paid or received, releases and related particulars.

Class of Individuals: General public/Insurance Companies/Other Government Agencies.

Purpose: The purpose of this bank is to maintain records of cycling, vehicular and other accidents and/or incidents resulting in claims in favor of and against the Crown.

Consistent Uses: This information is used to determine liability and to negotiate settlements.

Retention and Disposal Standards: Records are retained for six fiscal years after settlement of claims and then destroyed.

RDA Number: 01/009

Related PR#: NCC SMER-A004

TBS Registration: 000802

Bank Number: NCC PPU 015

Gatineau Park Skiing Pass

Description: This bank contains the names and addresses, telephone numbers, e-mail addresses, and credit card numbers of all skiers who have purchased a season ski pass for cross-country skiing in Gatineau Park. This data bank is managed by the contractor on a day-to-day basis.

Note: Previously Gatineau Park Skiing Permits.

Class of Individuals: General public.

Purpose: The purpose of this bank is to manage a user-fee program for skiers in Gatineau Park.

Consistent Uses: This bank is also used to maintain a mailing list of skiers and to replace lost or stolen season permits.

Retention and Disposal Standards: Two years after expiry and then destroyed.

RDA Number: 96/035

Related PR#: NCC ECLP-GP 100

TBS Registration: 003730

Bank Number: NCC PPU 062

Information Disclosures to Investigative Bodies

Description: This bank contains copies of requests for disclosure of personal information submitted to the NCC under paragraph 8(2)(e) of the Privacy Act by investigative bodies listed in Schedule II of the Privacy Regulations. This bank also contains the replies to such requests and particulars related to their processing.

Class of Individuals: Individuals about whom requests have been received from investigative bodies under paragraph 8(2)(e) of the Privacy Act for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation.

Purpose: The bank is used to record disclosures of personal information to federal law enforcement bodies under paragraph 8(2)(e) of the Privacy Act.

Consistent Uses: Information contained in this bank may be shared with federal investigative bodies such as the RCMP.

Retention and Disposal Standards: The information in this bank is retained for a minimum

of two years after completion of the request and then destroyed.

RDA Number: 01/009

Related PR#: NCC OCS-A010

TBS Registration: 003985

Bank Number: NCC PPU 077

Permits, Permissions, and Licences

Description: This bank contains the names of individuals who have applied for, received or have been rejected a permit, permission or licence to use a property or other asset managed by the NCC. The permits, permissions and licences cover the following activities: scientific study permits, facility access permits, equipment rental permits, and construction permits. It may also contain addresses, telephone numbers, credit card numbers, and fees paid.

Class of Individuals: General public.

Purpose: The purpose of this bank is to control the allocation of the various NCC facilities, to maintain a record of revenues, and to restrict access where required.

Consistent Uses: This bank is also used to maintain a contact list for the purpose of future contact with the individuals, to control the distribution of permits, and to monitor activities on various NCC properties.

Retention and Disposal Standards: Two year after expiry and then destroyed.

RDA Number: 96/035

Related PR#: NCC ECLP-GP 100

TBS Registration: 003649

Bank Number: NCC PPU 063

Property Management and Property Tenant Records

Description: This bank, which may be managed by external property management and leasing services companies on behalf of the NCC, may contain the names of former and present tenants, the former address of a tenant, employment background, annual earnings and number of children. The files contain basic personal information on past owners or tenants of the property and all information pertaining to the leasing of the property, rental charges, payments, collection and credit reports and related correspondence. These records may contain the results of credit investigations of the tenants which were conducted to determine financial capability to rent/lease the property. Applications to rent NCC properties are placed on the appropriate property file. The documents are filed by property ID numbers and they include alphabetic references.

Class of Individuals: General public.

Purpose: The purpose of this bank is to maintain an inventory of all National Capital Commission tenants and applicants for tenancy and to maintain a record of information relating to the management of NCC properties.

Consistent Uses: It is used to identify past, present and prospective tenants of Commission properties. Some information may be disclosed for the purpose of collecting debts owed by tenants as a result of their tenancy. It is also used to assist in the administration of properties acquired on behalf of the federal government. Some information may be disclosed to municipalities in which the properties are located for tax assessments and administration of the payments-in-lieu of taxes program.

Retention and Disposal Standards: Records on individuals are retained for two years after property is vacated. Collection records are retained for six fiscal years after accounts are settled and then destroyed.

RDA Number: 01/009

Related PR#: NCC CPRAM-RD 500

TBS Registration: 003020

Bank Number: NCC PPU 051

Property Transaction Records

Description: The files contain general correspondence, appraisal reports, description of property and basic personal data on the owner. Also included is the final disposition of the case in the form of an option and copies of minutes of the NCC Advisory Committee and decision-making Committees. The records are organized by property parcel number with an alphabetical cross-reference system. Information is maintained in the form of paper records and Integrated Asset Management Information System (IAMIS).

Class of Individuals: General public.

Purpose: The purpose of this bank is to record the negotiations leading to property transactions.

Consistent Uses: It is used to assist in the administration of policies on the acquisition and expropriation of properties in the National Capital Region on behalf of the federal government.

Retention and Disposal Standards: Records are retained on-site two years and off-site for 8 years and then destroyed.

RDA Number: 01/009

Related PR#: NCC CPRAM-RD 600

TBS Registration: 000808

Bank Number: NCC PPU 045

Public Consultation Lists

Description: Records may contain names, addresses, telephone numbers of members of the

public, associations, businesses and public officials on various public consultation initiatives involving the NCC.

Class of Individuals: General public.

Purpose: This bank allows the NCC to provide interested members of the public with additional or follow-up information on various public consultation initiatives.

Consistent Uses: The bank is used to communicate with people who have or could express an interest in specific NCC consultation activities or who may be interested in new NCC consultation initiatives.

Retention and Disposal Standards: Two years or when superseded and then destroyed.

RDA Number: 05/004

Related PR#: NCC SMER-EX 200

TBS Registration: 003271

Bank Number: NCC PPU 008

Public Contact System (PCS)

Description: This bank contains the name, address, telephone number, type of contact, contact tracking data (such as date of contact and reason for contact). It lists individuals as well as organizations with which the NCC communicates in support of various programs. The lists include, but are not restricted to, people from the following categories: Government/Political, Community Groups, Associations, Special Interest Groups, General public, Volunteers, NCC Commissioners, Tenants Advisory Committee Members, Media, Sponsors, Land Developers, Contractors, Universities and Students.

Class of Individuals: General public.

Purpose: This bank identifies individuals and organizations that have requested printed information from the NCC and that have been contacted in the past and may be contacted in the future. It is used as the single repository for accurate addresses and information relating to individuals.

Consistent Uses: The bank is used to store the address of and track contact with individuals and groups. It is used to provide addresses for the mailing of individual and/or mass correspondence such as press releases, annual reports and other program-related materials; and it supports communications via telephone. It may be used to track public opinion on various issues regarding the programming of the NCC.

Retention and Disposal Standards: Two years or when superseded and then destroyed.

RDA Number: 05/004

Related PR#: NCC CMER-NP 700

TBS Registration: 003920

Bank Number: NCC PPU 076

Records of the Members of the Commission and of Committees

Description: Files may contain curricula vitae, letters of recommendation, photographs, Orders-in-Council, general correspondence and a record of travel expenses and honoraria.

Class of Individuals: Professional people.

Purpose: The purpose of this bank is to maintain a record of all members of the Board of Directors and members of the various corporate and advisory committees within the Commission, and to maintain a record of the communications with these people.

Consistent Uses: The bank is used to help identify personal skills, abilities and suitability of candidates to serve as members of the Board and various corporate advisory committees. It is also used to help identify past members of the Board of Directors.

Retention and Disposal Standards: Records are retained for six years after expiry of terms and then destroyed.

RDA Number: 97/029

Related PR#: NCC OCS-EX 300

TBS Registration: 000800

Bank Number: NCC PPU 005

Site Access Security Clearances

Description: This bank describes information gathered by the NCC to conduct site access security clearances on individuals requiring access to facilities that are critical to the national interest or to restricted areas for major events. The related records include completed Personnel Screening, Consent and Authorization Forms (TBS-SCT 330-23), Security Clearance Forms (TBS-SCT 330-60), applicable Security Clearance and Personal History Documentation, including individual's name, maiden name (if applicable) mailing address, certification of educational and professional qualifications, employment, name of employer, job title, date of death (if applicable), criminal records (including fingerprint impressions used in support of security screening), credit data where required, photographs, family status, country of birth and immediate relatives.

Class of Individuals: Individuals that have submitted applications to the NCC as contractors, volunteers, employees or students and information submitted about their immediate relatives.

Purpose: The purpose of this information is to record the determination of an individual's reliability to protect Crown assets; and to provide information

necessary to make a security screening determination in accordance with the Government Security Policy. This information is also used to support decisions on contractual agreements and to accept the services of employees, students and volunteers.

Consistent Uses: Information provided by applicants may only be shared with credit bureaus, the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS), which conduct security checks in accordance with the Government Security Policy (GSP). Pertinent information may also be shared with other federal departments' security offices if required in order to confirm the individual's security clearance.

Retention and Disposal Standards: Records are retained for two years after the last administrative action then destroyed.

RDA Number: 98/001

Related PR#: NCC HRIM-A826

TBS Registration: 005939

Bank Number: NCC PPU 030

Violation and Enforcement Records

Description: This bank identifies violators and may contain a description of material seized, identification of witnessing officer and any relevant details.

Class of Individuals: General public.

Purpose: The purpose of this bank is to record particulars of the violation of laws and regulations applicable to NCC land and properties.

Consistent Uses: This bank is used to facilitate the administration of justice within Commission-owned land and properties.

Retention and Disposal Standards: Case files are retained for twenty years, while the on-going master computer tape is retained for ten years and then destroyed.

RDA Number: 96/035

Related PR#: NCC ECLP-A 800

TBS Registration: 003018

Bank Number: NCC PPU 060

Volunteer Data Bank

Description: This bank contains the names, addresses, telephone numbers, e-mail addresses, and basic personal information such as age, sex, and personal preferences of volunteers who have offered to assist in various capacities for NCC projects and events. Also to gather information about the origin of volunteers, we collect information about the country of birth and the date of arrival in Canada, if available.

Class of Individuals: General public.

Purpose: The purpose of this bank is to maintain a record of volunteers, their participation in events and their preferences for volunteer activities.

Consistent Uses: This bank is used to select volunteers for suitable placement in support of NCC projects and events. The bank also may represent a mailing list which could be used to contact volunteers about other NCC activities.

Retention and Disposal Standards: Two years or when superseded.

RDA Number: 05/004

Related PR#: NCC NPCM-NP 510

TBS Registration: 002196

Bank Number: NCC PPU 070

Wireless Updater

Description: This bank describes the information collected to administer the NCC Mobile Updater service. The personal information collected includes the name of service subscribers, cellular phone number, e-mail address, voice mail and other mobile service device address, and the subscribers personal preferences.

Class of Individuals: General public who subscribe to the service.

Purpose: The purpose of the Mobile Updater service is to feed up-to-date information as requested to the subscriber on current and upcoming activities within the National Capital Region, according to the subscriber's preferences.

Consistent Uses: This Mobile service is hosted by an outsourced service provider. Usage and demographic information is disclosed on a need-to-know basis.

Retention and Disposal Standards: Information is retained for two years after the subscribers have removed themselves from the program and then destroyed.

RDA Number: 01/009

Related PR#: NCC HRIM-A500

TBS Registration: 005938

Bank Number: NCC PPU 027

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Branks and a description of their contents.

Access to Information and Privacy Requests

Business Continuity Planning (BCP)

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Security Video Suveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Classes of Personal Information

The National Capital Commission as a whole is involved in activities which tend to generate public response in one form or another. As a result, personal information may be accumulated which is not contained in specific NCC banks listed in this index.

Such personal information may consist of compliments, complaints, suggestions, opinions, proposals, agreements, permits and permissions and may include name, address, telephone number and, in some cases, marital status, age and employment.

This personal information is stored throughout the general subject files and is not normally retrievable by the name of an individual or other personal identifier. It can be located only if specific and sufficient details are provided concerning the event or activity of interest such as: acquisition, development, management, and disposal of properties; planning, construction, maintenance and operation of roads, bridges, parks, pathways and other works; joint projects with municipalities; construction and operation of concessions; grants and subsidies, historical sites and buildings; plans for federal elements in the National Capital Region; public, cultural and recreational activities; tours and services for visitors; promotion of national understanding and awareness of the national capital of Canada; violation of laws and regulations.

The personal information contained in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject records schedules.

Manuals

- CIMS Service Centre Guide
- Discover the Hill/Infotent Operations Manual
- Emergency Manual for Information Officers
- Employee Handbook on Security 2005
- Information Classification and Designation Guide
- Information Management Standards Guide
- NCC Sound and Light Show Operations Manual

- Service Centre Procedures Manual
- Tours and Itinerary Service Procedures Manual
- Training Manual for Contact Centre Information Officers
- Training Manual for Contact Centre Supervisor
- Tulip Legacy Operations Manual
- Volunteer Management Standards and Procedures Manual (Guidebook for NCC staff)
- Commission By-law 93
- Corporate administrative policies and procedures
- Federal and provincial Acts and regulations including the National Capital Act, the National Capital Commission Traffic and Property Regulations, the Leamy Lake Navigation Channel Regulations and fish and games Acts for Ontario and for Quebec
- Internal manuals on design, signs, safety and maintenance
- Municipal codes and by-laws

Library

40 Elgin Street, 2nd Floor
Ottawa, Ontario K1P 1C7

Telephone: 613-239-5123

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. It is open from 08:30 am to 12:00 pm and 12:30 pm to 4:30 pm, Tuesday to Friday, holidays excepted. Its address is:

Library

40 Elgin Street, 2nd Floor
Ottawa, Ontario

Additional Information

Please note: Requests made to the National Capital Commission under the Access to Information Act must be accompanied by a \$5.00 cheque or money order made payable to the National Capital Commission.

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the NCC and its various programs and functions may be directed to:

Capital Infocentre
40 Elgin Street, 5th Floor
Ottawa, Ontario K1P 1C7

Corporate Information: 613-239-5555

Toll-free: 1-800-704-8227

Tourist Information: 613-239-5000

Toll-free: 1-800-465-1867

Internet: www.capcan.ca

Email: info@ncc-ccn.ca

National Defence

Chapter 109

General Information

Background

The Minister of National Defence has the control and management of the Canadian Forces and all matters relating to National Defence establishments and works for the defence of Canada. The Canadian Forces, besides forming part of National Defence Headquarters, are organized into seven major functional commands and one command with regional responsibilities. The Department is responsible for the administration of the Canadian Forces Superannuation Act, the Defence Services Pensions Continuation Act, the National Defence Act, and the Visiting Forces Act.

Responsibilities

The role and function of the Department of National Defence, and its principal component, the Canadian Forces, have historically been to ensure the security of Canada and to contribute to the maintenance of world peace.

Its basic roles and responsibilities are to supplement and support the civilian authorities in maintaining surveillance and preserving control over and security within the national territory of Canada and areas of Canadian jurisdiction, to assist civilian authorities in the event of emergency or disaster, to provide search and rescue services, and to contribute to national development. To enhance the security of Canada against military threat, the Department co-operates with the United States in the defence of North America, and co-operates in collective defence measures under the North Atlantic Treaty. The Department promotes international stability by contributing to peacekeeping activities in co-operation with other members of the international community, and by providing military training assistance to friendly nations. It controls, manages, and administers all activities of, and provides the services necessary to ensure adequate supply and technical support for, both the Department and the Canadian Forces. It also provides all levels of training for the Canadian Forces. Finally, the Department works to maintain and advance Canadian scientific and technological knowledge and analytical capability in the area of defence.

Legislation

- Aeronautics Act, R.S.C. 1970; for matters therein relating to defence; otherwise, the designated minister is the Minister of Transport
- Canadian Forces Superannuation Act, R.S.C.
- Defence Services Pension Continuation Act, R.S.C. 1970
- National Defence Act, R.S.C. 1970
- Visiting Forces Act, R.S.C. 1970

Organization

Deputy Minister of National Defence

The DM has primary responsibility for policy, resources and international defence relations.

The Deputy Minister of National Defence is appointed under the National Defence Act by order of the Governor-in-Council, on the advice of the Prime Minister. The Deputy provides the Minister with the broadest possible expert support in all of his or her responsibilities, short of partisan political activities, including consulting and informing Parliament and the Canadian public on defence issues. To this end, the Deputy advises the Minister on policy issues as well as on management concerns, and manages the Department on behalf of the Minister.

The Deputy plays the central role in formulating advice for the Minister on policy matters and on alternative means of achieving government objectives, as well as implementing effectively the government's policies and programs.

The Deputy is authorized in law to exercise on the Minister's behalf management and direction of the Department. In so doing, the Deputy is naturally subject to the Minister's direction. At the same time, the Deputy is required by law to observe financial, administrative and personnel management standards and practices established government-wide by the Treasury Board on behalf of the Ministry as a whole. The Deputy also exercises certain powers of personnel and financial management assigned by law or delegated directly by the Public Service Commission or the Treasury Board.

The Deputy is an important link for the Minister to the wider government machinery for policy development and decision-making. The Deputy participates in interdepartmental consultations as a contribution to coherent government. These interdepartmental activities also enable the Deputy to inform his or her Minister of initiatives of other departments which may affect the Minister's portfolio, and to advise the Minister (as the Minister chooses) on contributions the Minister may want to make to Cabinet or Cabinet committee discussions.

The Deputy therefore has a fundamental duty to support both the individual and collective responsibilities of the Minister. In so doing, the Deputy is responsible in the first instance to the Minister. As part of the Deputy's participation in the collective management of the government, the Deputy is also responsible to the Prime Minister for responding to the policies of the Ministry as a whole and to the Treasury Board and the Public Service Commission. This includes appropriate interdepartmental consultations where other Ministerial responsibilities are concerned. In this capacity, the Deputy is required to inform the Secretary to the Cabinet of any significant matter affecting his or her Minister's responsibilities.

Chief of the Defence Staff

The CDS has primary responsibility for command, control and administration of the Canadian Forces and military strategy, plans and requirements.

The CDS is appointed by the Governor-in-Council on the advice of the Prime Minister. The CDS also has a special relationship to the Governor General who, as the Queen's representative in Canada, exercises virtually all of her powers under the Constitution and, therefore, serves as Commander in Chief of the Canadian Forces. Thus there is in formal terms, though not in practice, a direct "line of command" from the Head of State through the CDS to all the officers who hold the Queen's Commission and, through them, to all members of the Canadian Forces.

The CDS is charged with the command, control and administration of the Canadian Forces and advises the Minister on all these matters – including military requirements, capabilities, options and the possible consequences of undertaking or failing to undertake various military activities. Whenever required, the Chief of the Defence Staff advises the Prime Minister and Cabinet directly on major military developments. The CDS is thus the senior military advisor to the Government as a whole.

The CDS implements government decisions involving the Canadian Forces by issuing appropriate orders and instructions. The CDS is accountable to the Minister for the conduct of Canadian Forces activities, as well as for the condition of the Forces and their ability to fulfil the military commitments and obligations undertaken by the government.

Vice Chief of the Defence Staff

The mission of the VCDS Group is to coordinate and, when appropriate, direct the activity necessary to ensure departmental Defence policy and strategic objectives are achieved.

Chief Reserves and Cadets (C Res and Cdts) serves as a credible advisor to the CDS on all pan-reserve (Primary Reserve, Supplementary Reserve, Cadet Instructor Cadre, Canadian Rangers) matters, and to monitor these issues with particular emphasis on ensuring CF policies, procedures and programmes reflect the proper integration of Reserve Force capabilities and characteristics through consultation and advice. The Chief of Reserves and Cadets will also foster the Canadian Forces Liaison Council programme aimed at acquiring employer support for members of the Reserve Force in the civilian workplace. Additionally, C Res and Cdts will control and co-ordinate departmental support for the Cadet and Junior Canadian Rangers programs.

Chief of Programme (C Prog) assists the VCDS by providing objective analysis and sound advice on strategic planning options and resource allocations, coordinating the management of the Defence Services Program and measuring and reporting on Departmental performance in executing the overall defence mission.

Chief Force Development (CFD) is key to executing the four strategic lines of operations of the Chief of Defence Staff (CDS): vision, structure, capabilities, and people. CFD will synchronize the efforts of the various CF force development communities in the development of integrated capabilities by formalizing future security environment analysis, capability based planning, capability management and strategy implementation activities. These activities will create a coherent end-to-end process ensuring that the CF produces strategically relevant, operationally responsive and tactically decisive military forces. Under CFD, integrated force development activities will be networked across the CF and DND, and therefore coordination will be vital to the success of the force development community.

Canadian Forces Provost Marshal (CFPM) is responsible for developing policies and plans to guide the management of security and Military Police resources of the Department. The CFPM is the Departmental Security Officer (designate), the Branch Advisor for the Canadian Forces Security Branch, an active member of the Canadian Association of Chiefs of Police and the departmental member of the interdepartmental Security Advisory Committee. The CFPM also exercises command and control over the National Investigation Service as the Commanding Officer.

Chief of Defence Intelligence (CDI) provides credible, reliable and sustained intelligence services to DND and the CF in support of decision-making and military operations; supports other government departments in the defence and security of Canada; and builds relationships and works with allies in support of mutual defence and security issues.

Director General Canadian Forces Grievance Authority (DGCFGA): manages and supports the CF Streamlined Grievance Process. Its vision is prompt, fair grievance resolution fully grounded in law, policy and equity. DGCFGA received and review all CDS level grievances submissions to ensure that those that must be referred to the Canadian Forces Grievance Board (CFGB) are forwarded in a timely fashion and to provide the CDS with options and an impact assessments. DGCFGA is also to provide advice and guidance to all CF members concerning the rules and regulations pertaining to the CF Streamlined Grievance Process.

Director – General Safety (D Safe G) develops and administers a General Safety Program which meets the legislated requirements of the Canada Labour Code Part II and which provides guidance and direction to reduce accidents in order to add to the operational effectiveness of DND and the CF, minimize personal suffering and financial losses, and contribute to the morale and well-being of all personnel.

Vice Chief of the Defence – Chief of Staff (VCDS COS) is responsible for assisting the VCDS in the execution of his command responsibilities. VCDS COS provides focus to the OUTCAN Programme to ensure its size and scope are sufficient and appropriate to meet the evolving needs of the Canadian Forces and the overall Department. For the purposes of command, control, administrative and disciplinary authority, VCDS COS is responsible for the following organizations:

Director National Defence Headquarters Secretariat (D NDHQ Sec) provides administrative support to several Executive Committees including the Defence Management Committee (DMC), Armed Forces Council (AFC), Non Public Property Board of Directors (NPP BOD), Military Police Advisory Committee (MPAC), and Daily Executive Meeting (DEM).

General Management Services (GMS) provides essential management support to VCDS and SJS in order to support staff activities necessary to the success of operations.

Canadian Forces Support Unit Ottawa (CFSU (O)) provides centralized support services to all components of NDHQ and assigned units within the National Capital Region (NCR) and abroad.

Protocol and Foreign Liaison (DPFL) provides effective management of DND's foreign liaison with defence, diplomatic and industrial contacts in Canada and abroad in support of departmental objectives and CF operational missions.

Canadian Defence Attachés (CDA) is an essential part of Canada's effort to promote understanding and harmony around the world. In addition to being the Canadian Forces' official representatives abroad, attachés advise their ambassadors on defence matters that might have a bearing on Canada's relations with the countries to which they are accredited.

Canadian Defence Liaison Staff-London (CDLS(L)) is to provide liaison, representation, coordination, and monitoring between DND/Canadian Forces and MOD/British Forces, Irish Defence Forces, defence industry, and other appropriate agencies to support DND and CF activities.

Canadian Defence Liaison Staff-Washington (CDLS(W)) is establish to enable successful Canada-US defence relations and improve CF engagement in the hemisphere, ultimately enhancing inter-operability as a key component of excellence in CF contingency operations. CDLS (W) provides personnel administration, pay and claims support to all DND and CF personnel serving in the US and the Republic of Iceland, with the exception of those serving in North American Air Defence (NORAD) related positions.

Associate Deputy Minister of National Defence

The Associate Deputy Minister of National Defence is appointed under the National Defence Act by order of the Governor-in-Council, on the advice of the Prime Minister.

The Associate works closely with the Deputy Minister and Minister and contributes to the full range of issues within the mandate of the department as well as to the management and governance of the department.

The Associate DM has a key role in formulating advice for the Minister on policy matters as well as implementing effectively the government's policies and programs. The Associate represents the department on committees and more generally in building and maintaining relationships with other government departments and other governments.

Assistant Deputy Minister – Finance and Corporate Services

ADM(Fin CS) is the Senior Financial Officer of the Department of National Defence, and is charged with ensuring the integrity of the financial management and control framework. ADM(Fin CS) provides comptrollership guidance and the financial authorities framework and advice necessary to support the resource management process and ensures the provision of corporate services to support DND/Canadian Forces (CF). The responsibilities of the Finance and Corporate Services Group are divided into three main areas, which are: Financial Management, Financial Operations, and Corporate and Shared Services. Director General Financial Management (DG Fin Mgmt) provides financial support to DND/CF. DG Fin Mgmt is currently the SFFO for DND and CF Comptroller. The Division provides the Departmental comptrollership framework, financial community management and guidance, financial policy, costing and decision support services, budget management and economic services, and oversees DND's international and domestic financial arrangements, including the financial aspects of foreign military training; coordinates and oversees DND's financial interaction with the UN; and performs the corporate financial oversight for the CF's deployed operations.

The Directorate of Financial Arrangements and Support to Operations (DFASO) is responsible for planning, coordinating and overseeing DND's international and domestic financial arrangements, including the financial aspects of foreign military training; coordinating and overseeing DND's financial interaction with the UN; and performing the corporate financial oversight for the CF's deployed operations.

The Directorate of Budget (DB) is responsible for developing and monitoring budget management

process, administering the departmental budget, developing and implementing DND's inputs into the government's Expenditure Management System and the provision of financial advice.

The Directorate of Strategic Finance and Costing (DSFC), in support of corporate priorities, is the Department's centre of excellence for strategic financial and economic considerations and is responsible for providing expert analysis and advice in the subject areas of strategic resource planning, strategic operational costings, economics research, and broad Defence Program issues.

The Directorate of Financial Policies and Procedures (DFPP) is responsible for the development, establishment and maintenance of the financial management accountability framework for the Department, including the delegated financial authorities. In addition, DFPP is responsible for the development and interpretation of financial management policies and procedures for use within the Department.

The Comptrollership Secretariat (Compt Sec) serves as the centre of excellence for the ongoing promotion of sound comptrollership throughout DND/CF as well as the management, including training, of both the military and civilian financial management community.

The Directorate of NATO Defence Support (D NATO DS) is responsible for the coordination and oversight of DND's financial interaction with NATO. This Directorate also supports ADM(Mat)/DGIIP.

Director General Financial Operations (DG Fin Ops) provides core financial corporate functions to DND and a core Military HR function associated with military pay and pension administration. The core financial activities including: the maintenance of the departmental financial control framework, the provision of a financial management reporting capability, the preparation of the monthly and annual financial statements, the consolidation and submission of the DND input into the Public Accounts and the preparation and publishing of Departmental Financial Statements; the maintenance of a system of record for all financial transactions, the management of an accounts receivable and accounts payable function in the NCR including an FAA compliance and challenge function and the management of the Departmental Working Capital fund.

Director Financial Accounting (DFA) – is responsible for the provision of a corporate

integrated accounting and financial reporting framework to meet financial accounting and reporting requirements for DND and central agencies. DFA is responsible for the day-to-day operation and effective management of the Financial and Managerial Accounting System (FMAS) for its timely and accurate payments and financial reporting. DFA coordinates the ongoing work on accrual accounting to ensure a consistent, logical and integrated approach to the implementation of accrual accounting and accrual budgeting.

Director Accounts Processing, Pay and Pensions (DAPPP) – is responsible for centralized accounting functions for DND including: revenue management, working capital account management, individual and group travel cards management, emergency cheque issue and a dedicated Departmental Accounting Office for the National Capital Region that includes an accounts payable function, management of acquisition cards and a payment policy compliance function. In addition DAPPP is also responsible for: Military Pay systems, procedures and administration; and Pension Administration for the Canadian Forces including: pension administration systems, member and contributor services and a pension comptroller function.

The Director Audited Financial Statements Project (DAFSP) – is responsible for the coordination and implementation of the Audited Financial Statements Project (AFSP). The directorate was established in 2006. The objective of the project is to ensure that the Department is ready for a controls reliant audit of the departmental financial statements that is to be conducted by the Office of the Auditor General (OAG). The Office of the Comptroller General (OCG) requirements for implementation are as follows: a readiness assessment to be performed by an external auditor; an audit of closing balances to be performed by an external auditor; a first full audit with no comparatives to be performed by the OAG; and an audit with comparatives to be performed by the OAG.

Director General Corporate and Shared Services (DGCSS) – specific responsibilities include providing corporate administrative services, including direct support to the Minister in respect to ministerial correspondence, regulatory affairs, delegation of ministerial signing authorities for submissions to Treasury Board, Governor in Council and Ministerial appointments, portfolio governance and coordination, Access to Information

and Privacy, analysis, development and promulgation of corporate policies, regulations and Cabinet Submissions, including capital projects to support DND/CF operations at all levels. Also, DGCSS provides shared support services for all units in the National Capital Region, leading strategic initiatives within DND dealing with corporate administration such as business continuity planning, and the NCR Office Accommodation Strategy. In addition DGCSS is responsible for coordinating DND participation in government wide initiatives for the modernization of internal management and services, and central agency initiatives on Smart Regulations, legislative issues and others.

Director Access to Information and Privacy (DAIP) – is mandated to administer all aspects of the Access to Information Act and the Privacy Act within the Department of National Defence and the Canadian Forces.

Director Strategic Corporate Services (DSCS) – is responsible for the management, development, analysis, promulgation and publication of DND/CF corporate policies and regulations; for the management, development, analysis, validation, quality review, and processing of Cabinet submissions, including capital projects requiring Treasury Board, Governor General in Council, the Minister, and Chief of Defence Staff approval. This includes departmental liaison with central agencies and other key government departments respecting Treasury Board and Governor in Council submissions. DSCS also provides direct support to the Minister in respect of ministerial correspondence, and central agency initiatives respecting regulatory and legislative affairs, as well as portfolio governance and coordination, and the management of Governor in Council and Ministerial appointments.

Director Strategic Initiatives and Shared Support Services (DSISSS). The Corporate Support portion of this organization is charged with providing mail management and services, records advisory and support services to NDHQ and CF components located within the National Capital Region, in addition to the corporate administration of the NCR Office Accommodation Strategy. The Client Support portion provides general administrative support to all NDHQ clients through client support centres located within core buildings in the National Capital Region.

Director Planning and Coordination (Finance and Corporate Services) (DPC(Fin CS)) – is the senior advisor to the ADM(Fin CS) on Group

management issues involving the planning and direction of strategic and corporate business planning/management, human resources business management, financial resource management, strategic planning, audit and evaluation, performance measurement, and organization and establishment activities for the ADM(Fin CS) Group. This organization is also responsible for coordinating/advising on IM/IT requirements for the ADM (Fin CS) Group.

Assistant Deputy Minister – Human Resources (Civilian)

ADM (HR-Civ) is responsible for identifying issues of critical importance to civilian human resources (HR) management; developing strategic plans to ensure an effective and sustainable workforce; and, the delivery of civilian HR services across the country. The ADM (HR-Civ) is also responsible for providing HR monitoring, management advice and strategic guidance on civilian HR matters affecting the Department of National Defence (DND)/Canadian Forces (CF) objectives.

Chief of Staff (COS) functions as the business manager and integrator for HR-Civ and is responsible for providing a range of corporate services to the ADM (HR-Civ) Group including: continuous improvement of and governance support for civilian HR services; strategic HR and business planning, including performance measurement and reporting; comptrollership; communications; Intranet and HRMS (PeopleSoft) support and maintenance; and, civilian HR business management, including the co-ordination of ADM (HR-Civ) corporate management issues such as Access to Information and Privacy (ATIP), Parliamentary questions, official languages, event planning, awards and recognition for the Group, and relocation.

Director General Civilian Employment Strategies and Programmes (DGCESP) provides leadership, strategic direction, policies, programs, operational services and expert advice in HR management in support of the Defence mission and aligned to government priorities and direction. DGCESP contributes to the success of ADM (HR-Civ) enabling DND/CF to achieve its military mission, business and government-wide objectives. DGCESP does this by providing leadership and strategic policy advice, programs and services in its areas of expertise: Classification and Organization Design, Staffing, Recruitment and Work Force Adjustment, Executive

Services, Employment Equity (EE)/Diversity and Employee Well-being which includes the Employee Assistance Program (EAP), Awards and Recognition, as well as Competency-Based Management (CBM). DGCESP is responsible for leadership development programs, including the Career Assignment Program (CAP) and Management Trainee Program (MTP) in addition to other professional development programs.

Director General Labour Relations and Compensation (DGLRC) is responsible for policy development and advice on employee relations matters, including civilian discipline, compensation, pensions, collective bargaining, union consultation, harassment, exclusions and essential service agreements, and strike management and contingency planning. This division manages the various recourse mechanisms open to civilian employees, maintains a recourse registry and is the final level of the departmental grievance procedure, as well as the final departmental level for National Joint Council (NJC) grievances. It is the delegated authority to deal with complaints under the Canadian Human Rights Act against the Department from employees and members of the public. DGLRC is also the point of contact representing departmental interests with central agencies, including the Treasury Board Secretariat and the Canadian Human Rights Commission.

Director General Learning and Professional Development (DGLPD) is responsible for developing, implementing and administering departmental strategies, policies, programs and services in the areas of learning and professional development for DND civilian employees. DGLPD is responsible for second language training for civilian employees; and the civilian component of the Defence Learning Network initiative and maintains a registry of mandatory courses/training. DGLPD also provides departmental managers with organizational development and change management expertise.

Formerly known as Director General Regional Civilian Human Resources Services (DGRCHRS), Director General Civilian HR Management Operations (DGCHROMO) delivers HR programs and services through the DG's office and six regional Civilian HR Service Centres (CHRSC): Pacific, Prairies, Atlantic, Eastern, Ontario and National Capital Region (NCR). This division directly advises military and civilian managers and employees and offers HR services which include: HR planning and HR program implementation;

resourcing services; classification, including organizational design and analysis; compensation services (including support for disability and occupational injury, appeals of decisions of workers compensation boards), long service awards; and labour relations services (first and second level grievances). CHRSC also provide a range of services through a network of Learning and Career Centres. Training courses are available as well as support programs and services for career and professional development.

ADM (HR-Civ) is responsible for civilian HR management, policies and programs for DND. Involved in issues and practices related to the management of a civilian workforce, the group maintains information holdings in the following areas:

Awards and Recognition Program – general guidance and advice on the management of the Awards and Recognition Program within DND.

Canadian Human Rights Commission – Policy, guidelines, and general correspondence files on the relationship between the institutions created by the Canadian Human Rights Commission and DND.

Civilian Employee Training – the management and direction of learning and professional development programs and services for civilian employees.

Civilian Employment Policies – General guidance on staffing and employment adjustment.

Civilian Executive Services – related to the recruitment of and the provision of advice and services to the executive cadre of DND and management development programs (e.g. CAP/ MTP).

Civilian Language Training – Information on civilian language training in the Department.

CBM – Develops and maintains the departmental CBM Framework (including tools). Provision of strategic direction, advice and project support to Groups and Commands implementing CBM in their HR applications.

EAP – A peer referral service for employees, which helps them cope with problems that are affecting their personal and professional lives.

Well-being – Programs and initiatives that support and are consistent with individual and organizational well-being as well as the strategic direction and vision of the Department.

Employee Relations – Policy, guidelines, bulletins and general correspondence related to application and interpretation of collective agreements, exclusions and essential services, labour/management consultation, workplace accommodation, grievance procedure, collective bargaining, NJC directives, compensation and benefits, foreign service and Canada-wide relocation, travel and isolated posts.

EE – strategic direction and co-ordination in support of civilian diversity and EE, training, and diversity advisory groups.

Harassment – Policy, guidelines, development of training courses and general correspondence related to harassment and information related to the compilation of statistical data commencing in April 2002.

Civ News – a print newsletter featuring news about civilian programs, policies and other personnel matters. It is distributed monthly as an insert to the Maple Leaf, the DND/CF newspaper.

Position Classification – files on job descriptions, organizational charts, rationales on job evaluation, on-site review reports, grievance reports, and job ratings.

HR-Civ Source – an electronic newsletter for ADM (HR-Civ) employees regarding HR matters of interest to HR professionals at DND.

Assistant Deputy Minister – Infrastructure and Environment

ADM(IE) is responsible for providing DND/CF with leadership, policy, planning, advice, oversight, support to operations and services in matters of realty assets, architecture and engineering, environmental, UXO, nuclear safety, fire services and military engineering, including EOD and force protection engineering. This involves advising, developing, setting and implementing policies for the support, delivery and maintenance of RA, environmental, UXO, nuclear safety, fire protection and military engineering matters, as well as providing oversight and ensuring fire protection and nuclear safety compliance. Furthermore, ADM(IE) is responsible for oversight of the Canadian Forces Housing Agency (CFHA).

DG Realty Policy and Plans (DGRPP) is responsible for realty asset strategic planning, governance, policy development, interpretation, and monitoring; RA performance measurement; aboriginal affairs; property information and research questions, standards, guidelines,

processes and specification templates; realty and facilities management, guidance and direction, policy and regulatory interpretation and impact analysis; realty centres of excellence to guide RA transactions; corporate RA budget management; UXO management of active and legacy sites.

Director General Military Engineering/Chief Military Engineer (DGME/Chief ME). DGME/Chief ME is responsible for managing and delivering, on time and on budget, infrastructure projects for other Level 1s (CLS, CAS, CMS, CMP and Small Level 1s), and those in support of equipment projects; for providing architecture and engineering policies, guidelines, standards, and monitoring compliance of same; and providing strategic and technical advice on architecture and engineering issues and projects. DGME also provides project management for environmental and UXO investigation and clean-up projects, and advice on national energy and energy contract management; provides corporate fire service support, including fire statistics, fire service compliance audits, Halon management, fire protection engineering, respiratory protection program, air purity testing, physical fitness testing, wellness program and fire management software tools; and management of Canadian Military Engineering capability/branch matters.

DG Environment (DGE). The DGE is the senior departmental environmental advisor responsible for environmental policy development and oversight, environmental advocacy for DND/CF, guidance and oversight of the departmental environmental program; specific environmental services to other L1s, and management of environmental issues, including assigned projects and management of the Corporate Environmental Program (CEP).

DG Nuclear Safety (DGNS) – As Nuclear Safety Regulatory Authority under the Exclusion Order, ensures that DND/CF has an effective nuclear safety program to protect the environment and the health, safety and security of people; is the senior departmental advisor on nuclear technology; ensures that CF operations (domestic and foreign) maintain a high level of operational flexibility with respect to nuclear activities, i.e. Exclusion Order; maintains a high level of safety of troops, personnel, and environment with respect to nuclear activities; develops and enforces DND/CF nuclear safety regulations that are generally consistent with civilian practices.

Director Infrastructure and Environment Corporate Services (DIECS) – DIECS provides advice

and select services to support the delivery of ADM(IE) activities; establishment and application of HR principles; assistance and advice on HR activities and admin support services (travel, security, accommodation, general office support); management of information resources including IE applications lifecycle (excluding defining user requirements), information security and communications; linguistic quality and translation services, compliance to the Official Languages Act and implementation of the Ethics program. In addition, DIECS functions as the ADM(IE) Chief of Staff.

Director Infrastructure and Environment Group Comptroller (DIEGC). DIEGC is accountable for ensuring continuous improvement of financial business management practices, financial integrity, responsible spending and accountability through the development, implementation and oversight of sound internal controls, plans, policies and procedures and delivery of timely and accurate accounting and reporting, and the requisite financial services that effectively and efficiently support the objectives of ADM(IE).

Director Infrastructure and Environment Issues Management (DIEIM) – DIEIM provides management and coordination of IE related multi-jurisdictional issues, both within the IE Group and, as assigned, within the Department. Specifically, it is responsible for coordinating all matters concerning the Herbicide (Agent Orange) Project and, within the IE Group, for coordinating Aboriginal issues and the future use of Goose Bay. Current and new issues will be assigned to this directorate as the resources and capacity are put into place.

Canadian Forces Housing Agency (CFHA). CFHA exists to meet the housing needs of military families. CFHA has a mandate to operate and maintain suitable housing, to determine future housing needs and develop contemporary solutions and to implement DND's Accommodation Policy. CFHA operates within a policy framework that includes CF personnel, real property management policies and environmental policies, as well as Treasury Board policies on real property, environment and human resources management.

Assistant Deputy Minister – Information Management

The ADM (IM) is responsible to lead the planning, delivery and operation of information management assets and associated information

technologies to support the missions, operations and administration of the Department of National Defence and the Canadian Forces. The IM Group is organized into four Divisions, one Formation, a number of field units and the Communication Reserve. The Divisions are located in Ottawa, while the field units are located across the country.

Information Management Technology (DGIMT) is responsible for the planning, engineering, integration, delivery and support of secure and non-secure Information Technology (IT) services, products and systems that meet the communications needs of the Department of National Defence and the Canadian Forces. DGIMT is also the Departmental authority for the provision of integrated IT services and enterprise IT infrastructure support, and for IT security.”

Enterprise Applications Services (DGEAS). The DGEAS Division is responsible for the support of enterprise applications; the definition of information integration solutions to address the business needs of other DND organizations; and, the future planning and management of assigned enterprise applications. Enterprise applications are applications that support the business or operational needs of a cross-functional community of users. DGEAS supports and manages the following Departmental ERP and non-ERP systems: FMAS (SAP), CFSS (MIMS), HRMS (Oracle/People Soft), RDIMS (Hummingbird PC DOCS), CCPS, and RPSR as well as their interfaces to external and local departmental applications.

Information Management Project Delivery (DGIMPD). DGIMPD is the principal product Division of the IM Group, with the project management skills, procedures and supporting infrastructure required to deliver timely solutions for DND/CF requirements above the tactical/service specific level, and set standards/provide oversight for all IM Projects during development and implementation. DGIMPD provides IM capabilities and transition support which together allow timely access to information required by Commanders and Group Principals in the conduct of Departmental and Canadian Forces missions and tasks, in peace and war.

Information Management Strategic Direction (DGIMSD) – Acts as a focal point for strategic IM issues for all sectors of DND and the CF. This includes developing information management governance, strategy, plans and requirements. It also coordinates departmental IM policy, international and national interoperability and

Information Management and Information Operations doctrine and concepts.

The Canadian Forces Information Operations Group (CFIOG) is responsible for the coordination, development and employment of assigned Information Operations enabling capabilities for the Canadian Forces and for the Department of National Defence. The Group is comprised of the following four units: Canadian Forces Station (CFS) Leitrim, Canadian Forces Station (CFS) Alert, Canadian Forces Network Operations Centre (CFNOC) and Canadian Forces Electronic Warfare Center (CFEWC).

Communication Reserve (Comm Res) – Contributes to generating combat capable Communication and Information System (CIS) elements and support elements of Information Operation (IO) to augment CF Operations at home and abroad. Consisting of a national headquarters in Ottawa, 5 Communication Group Headquarters and 23 units across Canada, the Comm Res conducts recruit, occupational and leadership training in order to fulfill its force generation tasks.

Assistant Deputy Minister – Materiel

The Assistant Deputy Minister (Materiel) or ADM (Mat) is responsible for ensuring effective materiel acquisition and logistics support to the Canadian Forces and the DND. This involves a major role in the planning and implementation of the Long-Term Capital Equipment Plan, the National Procurement Plan to sustain in-service equipment, and logistics planning and support operations in general.

Chief Of Staff Assistant Deputy Minister (Material) – The position of COS ADM (Mat) is the designated alternate for the ADM (Mat) in his or her absence. The COS develops and evolves strategies, programs and policies concerning all internal management support services, the corporate coordination of services in support of the ADM's mandate and the requisite business management services.

Director General Maritime Equipment Program Management (DGMEPM) – DGMEPM oversees naval force acquisition and materiel support.

Director General Land Equipment Program Management (DGLPEM) – DGLPEM delivers equipment programs and weapons systems support for land forces.

Director General Air Equipment Program Management (DGAEPM) – DGAEPM provides procurement, logistic and engineering support for Air Force equipment and weapon systems.

Director General Equipment Program Services (DGEPS) – DGEPS manages a broad range of common materiel and services such as ammunition, technical information and disposals.

Director General International And Industry Program (DGIIP) – DGIIP supports the development of the Canadian defence industry and promotes defence materiel interests internationally.

J4 Materiel/Director General Logistics (J4 Mat/DG Log) – J4 Mat/DG Log plans and coordinates logistics support for Canadian Forces' operations. J4Mat/DG Log also provides technical staff advice to the Canadian Forces including: Supply, Transport, Food Services and Postal support systems.

Project Management Office Maritime Helicopter Project (PMO MHP) – PMO MHP leads the replacement of the CH124 Sea Kings with new Maritime Helicopters.

Director Major Service Delivery Procurement (DMSDP) – DMSDP implements and manages major service contracts with the private sector that can be integrated into the DND/CF environment.

Assistant Deputy Minister – Policy

The ADM(Pol) is the principal source of defence policy advice and is responsible for: the analytical basis of defence policy; support in the formulation and execution of defence policy; advice and support in dealing with Cabinet and Parliament; advice on managing issues bearing on national unity and relations with provincial governments; coordination of national policies and departmental relations with central agencies and other government departments, including the Privy Council Office, Foreign Affairs Canada and the Canadian International Development Agency; assistance in fostering and nurturing a national pool of expertise and interest in defence and international security issues; management of the Department's bilateral and multilateral defence and international security relations, including support and advice to the Minister and representation of Canada at the UN, NATO and other meetings and on committees of those institutions; and management of the Military Training Assistance Program offered to developing non-NATO countries.

Assistant Deputy Minister – Public Affairs

The ADM (PA) organization is responsible for the management of all aspects of national defence-related public affairs. Its mission is to inform Parliament, Canadians, Canadian Forces

members and DND employees of the roles, mandate, activities and priorities of the Department of National Defence and the Canadian Forces. Military and civilian public affairs personnel across Canada, and around the world provide services to the Canadian public and members of DND and the CF.

Assistant Deputy Minister – Science and Technology

The ADM (S&T) is also the Chief Executive Officer (CEO) of the Defence R&D Canada (DRDC), an Agency within the Department of National Defence. DRDC's mission is to facilitate and enhance the ability of decision makers to make informed decisions on defence policy, force generation, and procurement by providing expert scientific and technological (S&T) knowledge. DRDC contributes to the success of military operations by pursuing Research and Development (R&D) activities that provide improved support, knowledge, protection, and response to potential threats, and enhances the preparedness of the Canadian Forces by assessing technology trends, threats and opportunities, and by exploiting emerging technologies.

DRDC contributes to the creation and maintenance of a Canadian defence S&T capability that is internationally competitive, by contracting-out to industry, by transferring technology to industry and by entering into partnerships in which cost and risk are shared, and conduct S&T projects for clients external to DND, in order to assist the Agency in developing and maintaining its defence-related technological capabilities.

Canada Command (Canada COM)

Reporting directly to the Chief of the Defence Staff, the Commander of Canada Command (Canada COM) is responsible for the conduct of all domestic operations – routine and contingency – and will be the national operational authority for the defence of Canada and North America.

Canada Command commands six regional commands: North, Pacific, West, Central, East, and Atlantic. The Regional commands are under the operational command of the Commander of Canada COM and are responsible for the conduct of all routine and contingency operations in their respective area of responsibility in Canada.

Canadian Expeditionary Force Command (CEFCOM)

CEFCOM HQ is located in the Star Top building in the National Capital Region (NCR). The mission of CEFCOM HQ is to “enable effective command and set the conditions for operational success by proactively scanning the global security environment, planning for evolving contingencies, engaging strategic partners, and shaping, synchronizing, and sustaining operational capabilities to achieve timely and decisive strategic effects”. CEFCOM HQ has a continental J Staff structure with an integral support section under the HQ Commanding Officer. CEFCOM HQ also has a Command Secretariat to support the Command Group. CEFCOM HQ is a lodger unit of Canadian Forces Support Unit (Ottawa) (CFSU(O) and is supported by CFSU(O) Detachment Star Top. In the interest of increased efficiency, CEFCOM HQ shares some common services with the other occupants of Star Top, including Canada COM and CANOSCOM, wherever practical.

CF JHQ – The CF JHQ forms the deployable element of CEFCOM HQ based in Ottawa. The CF JHQ is a lodger unit of CFB Kingston. Its mission is to provide the Commander of the Canadian Expeditionary Force Command (CEFCOM) with a joint high-readiness rapidly deployable operational-level integrated command-and-control capability for assigned tasks in order to achieve CEFCOM stated military objectives.

Standing Contingency Task Force (SCTF). Established to respond rapidly to emerging crises. This high-readiness task force will be made up of existing, designated maritime, land, air and special operations elements organized under a single integrated combat command structure. It will be ready to deploy within 10 days’ notice and will provide an initial CF presence to work with security partners to stabilize the situation or facilitate the deployment of larger, follow-on forces should circumstances warrant. The SCTF will also provide a land- or sea-based command element capable of leading a multinational contingent for a period of up to six months.

Mission Specific Task Force (MSTF) These task forces, which will be drawn from forces maintained at different states of readiness and structured for longer deployments, will carry out combat and peace support operations. They will be made up of maritime, land, air and special operations elements, and could be deployed as follow-on forces to the Special Operations Group (SOG),

the SCTF or as stand-alone contributions to other operations. The MSTF will also be capable of lead-nation status in multinational peace support operations for limited periods.

Canadian Operational Support Command (CANOSCOM)

Canadian Operational Support Command (CANOSCOM) supports all Canadian Forces domestic, continental and international operations. Its first task is to generate task-tailored operational support organizations for the new operational commands – Canada Command (Canada COM), Canadian Expeditionary Force Command (CEFCOM) and Canadian Special Forces Command (CANSOFCOM).

CANOSCOM is responsible for planning and executing the delivery of national-level operational support for theatre activation, sustainment and termination of a CF operation. Within CANOSCOM is a full range of all combat support and combat service support functions, including aspects of military engineering, health services, military police, logistics, land equipment maintenance, personnel support, resource management, and communications and information systems (CIS).

On February 1, 2006, CANOSCOM assumed command of the Canadian Forces Joint Support Group (CF JSG), the CF Joint Signal Regiment (CFJSR) and J4 Logistics.

The CFJSG is a rapidly deployable formation that arranges and provides operational-level support to CF international and domestic operations. The CFJSG will also be able to co-operate with coalition partners and host nations, thereby relieving our tactical units of support-related tasks.

The CFJSR provides close signal support and general CIS capabilities for international and domestic contingency operations through a rapidly deployable National Command, Control and Information System (NCCIS) that is equipped with the infrastructure (i.e., line and cable capabilities) to sustain operations in an active theatre.

J4 Logistics co-ordinates national-level logistics support to CF operations and provides the focal point for materiel and operational logistics support of Canada’s current and projected defence commitments.

Canadian Special Operations Command (CANSOFCOM)

This command is responsible for Special Forces units with the Canadian Forces. It includes Joint Task Force 2 (JTF2), the newly formed Canadian Special Operations Regiment (CSOR), the Joint Nuclear Biological and Chemical Defence (JNBCD) Company, and a special operations aviation unit based on 427 Tactical Helicopter Squadron at Canadian Forces Base Petawawa.

Chief of the Air Staff and Commander of Air Command

The Chief of the Air Staff (CAS) and Commander of Air Command reports directly to the Chief of the Defence Staff and advises him and the department on Air Force related activities. Air Command comprises 1 Canadian Air Division (1 Cdn Air Div) including 13 Wings dispersed across Canada. As Chief of the Air Staff, he is assisted by the Air Staff located at National Defence Headquarters in Ottawa and by the Commander 1 Cdn Air Div and his headquarters staff located in Winnipeg.

The Air Staff, as indicated in the above paragraph, supports the CAS in executing his NDHQ and Commander of Air Command responsibilities. The Air Staff is comprised of three Divisions, each of which have subordinate Directorates, and six other Directorates; these Divisions and Directorates report through the Assistant Chief of the Air Staff (ACAS) to CAS. Further, there are five Advisors who report directly to CAS. The CAS is also supported by the CAS Executive Staff.

The Assistant Chief of the Air Staff (ACAS)-coordinates and implements into a cohesive programme within the Air Force and with CF and external partners performance objectives set by the CAS. More specifically ACAS is charged with the implementation of approved Air Force policies, the direction of Air force development, the monitoring of Air operations, the supervision of Air personnel planning and development, the control of Air resources, Air Reserve strategic development, and Air Public Affairs. The ACAS supervises and monitors the overall activities of the Air Staff in order to provide sound Air Force advice to the CAS, DND and the Government.

The Director General Force Development (DG Air FD) – is responsible for providing the Chief of Air Staff advice concerning strategic-level air force development activities. There are four Directorates in the Force Development Division.

The Directorate of Air Strategic Plans (D Air SP) – is responsible for the production of strategic level Air Force doctrine, guidance for the development of operational and tactical doctrine, the conduct of Air Force strategic assessments, and the coordination of Air Force R&D activity. D Air SP provides advice to the Chief of the Air Staff (CAS) on the capabilities and technologies that the Air Force will require to remain responsive, relevant and effective in the Horizons 0 and 1 global security environment. In addition to near-term analysis, D Air SP conducts Horizons 2 and 3 capability based planning/capability management and concept development for the Air Force, through CFD. The directorate authors and revises strategic level publications such as Strategic Vectors, The Aerospace Capability Framework and CAS Planning Guidance, the latter of which, directs the management of all Air Force Programs and resource commitments within the in and out years. D Air SP manages all formal and informal Air Force Joint, International and Multi-Agency relationships through liaison with national and international militaries and organizations such as NORAD, NATO, ASIC, SICOFAA, the UN and other federal government departments. The directorate is also responsible for proposing Air Force standing commitments to NATO and the UN, and for developing force structure options based on these commitments. D Air SP also attends the daily Strategic Joint Staff Operations briefings and provides the Air Force perspective and contribution to the “Battle Rhythm” assessment for the CDS. The directorate has four sections and reports to the Director General Air Force Development (DG Air FD).

The Directorate of Air Requirements (DAR) – is responsible for the development and advancement of Air Force projects through the Defence Management System, for Air Force capital project advice to senior Air Force leadership and the Miscellaneous Requirements equipment program. This directorate reports to the Director General Air Force Development (DG Air FD).

The Directorate of Air Programs (D Air Prog) – provides advice to the Chief of the Air Staff and other members of the Air Staff on the delivery of air capability in the near term and also influences centrally driven projects/programs to ensure that they meet air force requirements within Horizon 1. In doing so, D Air Prog works closely with both DAR and D Air SP in bridging the capability gap between the present and the future, focusing principally on influencing the development

and delivery of C2/IM/IT systems/services, infrastructure and environmental programs. This directorate reports to the Director General Air Force Development (DG Air FD).

The Directorate of Air Staff Operational Research (DASOR) – conducts strategic operational research and analysis in support of the Chief of the Air Staff by providing a scientific basis for assessing policy, plans and decisions. This directorate reports to the Director General Air Force Development (DG Air FD).

The Director General Air Personnel (DG Air Pers) Division – is responsible to the Chief of the Air Staff for the provision of advice concerning personnel issues and to develop measures, in coordination with ADM (HR-Mil) and ADM (HR-Civ), to combat the challenges facing the Air Force. There are three Directorates in the Air Personnel Division.

The Directorate General Air Personnel (DG Air Pers) – is responsible to the Chief of the Air Staff for the provision of advice concerning personnel issues and to develop measures, in coordination with CMP and ADM (HR-Mil), to combat the challenges facing the Air Forces. There are three Directorates in the Air Personnel Division.

The Directorate of Air Personnel Production Development (D Air PPD) – provides strategic advice to the Chief of the Air Staff on air force military occupations management and individual training, education, and professional development policy and production. The directorate also sustains air force capabilities and readiness to meet Defence Program tasks. This directorate reports to the Director General Air Personnel (DG Air Pers).

The Directorate of Air Personnel Management (D Air Pers Mgt) – is responsible for providing strategic advice and guidance regarding CF and Air Force personnel policies. This includes career management issues, grievances, support and administration services. This directorate reports to the Director General Air Personnel (DG Air Pers).

The Directorate of Air Civilian Management Services (D Air CM SVC) – provides strategic advice and guidance to the Chief of the Air Staff and senior management on the implementation of DND and Air Force civilian personnel policies and programs. This includes Employment Equity, Continuous Learning and Professional Development, HR planning, Labour Management Relations, Awards and Recognition, Classification,

Official Languages, and the Employee Assistance Program. This Directorate reports to the Director General Air Personnel (DG Air Pers).

The Director General Air Reserve (DG Air Res) Division – is responsible to the Chief of the Air Staff (CAS) for the provision of advice on issues affecting the Air Reserve and for the coordination with DG Air Pers and DG Air FD of strategic-level development activities involving the Air Reserve within a Total Force capability model. Director General Air Reserve (DG Air Res) represents the CAS and the Air Reserve at Chief of Reserves and Cadets Council meetings and other outside agencies regarding Air Reserve matters.

The Directorate of Air Reserves (D Air Res) D Air Res supports the Director General Air Reserves in the development of strategic direction for the Air Reserves and the coordination of pan-reserve and strategic Air Reserves issues. This directorate reports to the Director General Air Reserve (DG Air Res).

Air Staff Directorates Reporting Directly to ACAS

The Directorate Of Air Staff Coordination (DAS Coord) – coordinates Air Staff (AS) staffing activities as the AS Chief of Staff. DAS Coord supports the CAS as the Secretary, Airworthiness Advisory Board, coordinates the development and maintenance of the Air Command Orders, provides personnel, administrative and financial support to the AS, leads and supports the Air Reserve Flight Ottawa, Central Band (includes the Air Command Pipes and Drums), and administers the Canadian Air Force participation in the System of Cooperation Amongst the Air Forces of the Americas (SICOFAA) program.

The Directorate of Flight Safety (DFS) – aims to preserve the operational capability of the Air Force by leading a proactive flight safety program that minimizes the loss of aviation resources. The DFS mission has three elements: the management of an efficient FS program, the investigation of CF aircraft occurrences and the monitoring, as the Airworthiness Investigative Authority, of the Airworthiness Program by identifying issues and deficiencies and reporting them to the Airworthiness Authority, the Chief of the Air Staff and Commander of the Air Force.

The Directorate of Air Comptrollership and Business Management (D Air CBM) – provides strategic business, organization and establishment, financial management, and managerial accounting support to the Air Force. D Air CBM is also mandated to

provide independent advice to senior management in three areas: Examination and Review Services; National Programs; and, Special Examinations. This directorate is also responsible for Business Planning and Performance Measurement and Performance Measurement Framework.

The Directorate of Air Public Affairs (D Air PA) – is responsible for providing CAS with strategic level advice and policy coordination for all air force public affairs activities.

The Directorate of Air Public Affairs (D Air PA) – is responsible for providing CAS with strategic level advice and policy coordination for all Air Force public affairs activities.

The Directorate of Air Contracted Force Generation (D Air CFG) – reporting to the Assistant Chief of the Air Staff (ACAS), is responsible for strategic pilot production analysis, contract quality assurance, marketing, business and financial management, providing technical authority advice and support, Memorandum of Understanding (MOU)/Service Level Agreement (SLA) development and negotiation roles for all NATO Flying Training in Canada (NFTC), Contracted Flying Training and Support (CFTS) pilot training and Goose Bay Foreign Military Training (FMT).

There are five advisors to CAS: Air Command Chief Warrant Officer (CCWO); CAS Special Advisor (CAS Sp Adv); Air Command Surgeon (AirCom Surg); Air Command Chaplain (AirCom Chap); and the Judge Advocate General Advisor, Commander Air Command (AirCom JAG Adv).

1 Canadian Air Division

1 Canadian Air Division (1 Cdn Air Div) serves as the central point of command and control for Canada's operational Air Force and including the provision of surveillance and defence forces to meet Canada's Commitments to NORAD. Thirteen Air Force Wings report operationally to 1 Cdn Air Div HQ:

1 Wing Kingston – is the headquarters of the Griffon helicopter and the centre of excellence for Tactical Aviation in Canada. It provides combat-ready, tactical aviation forces in support of the Army and Canadian Defence Policy anywhere in the world. Its six tactical helicopter and training squadrons are located at bases across the country.

3 Wing Bagotville – is located in Quebec's Saguenay region. It provides general purpose, multi-role, combat capable CF-18 (Hornet) forces in support of domestic and international roles of

Canada's Air Force such as the Gulf War. It also provides search and rescue missions using CH-146 helicopters.

4 Wing Cold Lake – is the largest fighter base in Canada. It provides general purpose, multi-role, combat capable CF-18 (Hornet) forces in support of Canada's domestic and international Air Force roles such as the Gulf War. Home of fighter pilot training for the Canadian Forces, 4 Wing attracts Top Gun crews from all over the world to our annual air combat exercise, Maple Flag. 4 Wing is also home to the NATO Flying Training in Canada (NFTC) Phase IV Tactical Fighter Training on the CT – 155 Hawk.

5 Wing Goose Bay – is the site of allied tactical flying training in Canada. 5 Wing also serves as a NORAD CF-18 deployed operating base and airfield and supports a mix of aviation activities, both military and civilian, in North-Eastern Canada. Integral to 5 Wing is 444 Combat Support Squadron dedicated to search and rescue missions and medevac throughout Labrador.

8 Wing Trenton – is the home of Canada's Air Mobility forces. From delivering supplies to the high Arctic, to providing strategic and tactical airlift of personnel and equipment in support of Canadian Forces operations around the world, 8 Wing responds to the needs of Canadians on a moment's notice. Also responsible for Canada's largest Search and Rescue region, comprising Central and Northern Canada, the Wing has rescued countless Canadians, often under the harshest geographic and climatic conditions. 8 Wing also hosts the Canadian Parachute Centre and the world famous Skyhawks army parachute demonstration team.

9 Wing Gander – Is home to the 103 Search And Rescue (SAR) Squadron, providing full-time SAR services to Newfoundland and Labrador. When a call for help comes in, SAR crews at 9 Wing Gander are ready to deploy in any direction from their base in Canada's most easterly province, Newfoundland. 9 Wing Gander also supports the Canadian Coastal Radar facility, which delivers timely and accurate radar information and is in direct support to the NORAD defence agreement. 9 Wing also supports a Detachment of CFS Leitrim Ottawa.

12 Wing Shearwater – is the home of the CH-124 Sea King helicopter. 12 Wing is the sole provider of multipurpose shipborne helicopters, aircrew and air technicians that support Canada's Navy on both coasts. The Wing's operational squadrons,

443 (MH) Sqn in Victoria, B.C. and 423 (MH) Sqn in Shearwater, N.S. regularly deploy helicopter air detachments for both international and domestic operations.

14 Wing Greenwood – is nestled in the heart of Nova Scotia's beautiful Annapolis Valley. Flying the Aurora aircraft, Greenwood is a leader in developing and applying air power for airborne intelligence, surveillance, reconnaissance and control, and maritime rescue in global, joint/combined operations.

15 Wing Moose Jaw – this Western Canadian Air Base is the site of the NATO Flying Training in Canada (NFTC) Program. Canadian and participating nations Qualified Flying Instructors (QFIs) provide the flying training, with the industry team providing the aircraft maintenance and the simulator and classroom instruction. NFTC offers under-graduate pilot training to NATO and non-NATO pilots in a flexible, cost effective program using advanced glass cockpit training aircraft, the Raytheon Turboprop Trainer Aircraft T-6A, known in Canada as the 'Harvard II', and the BAE SYSTEMS 'Hawk 115', a two-seat, advanced jet training aircraft. 15 Wing is also home to the Snowbirds, Canada's world famous air demonstration team.

16 Wing Borden – is the "Birthplace of the RCAF." The largest training Wing in the Canadian Forces, 16 Wing's schools offer air force technical training and professional development. The Canadian Forces School of Aerospace Technology and Engineering conducts apprentice level training for various trades, including Avionics, Aviation, Aircraft Structures and Imagery technicians. The Air Command Academy provides leadership and management training, broadens awareness of Air Force heritage and develops general service knowledge and professional attributes for Air Force Regular and Reserve Force Non-Commissioned Members. The Academy offers the Junior Leader Air Environmental Course and the Primary Leadership Qualification course, the Sergeant Seminar and Senior Air Supervisor Course. The Canadian Forces School of Aerospace Control Operations offers range of basic and specialty courses such as airborne weapons, systems, ground control systems and radar, meteorology, radio telephony and procedures, air regulations and navigation orders, Aircraft performance characteristics, command and control directives governing the control of interceptor Aircraft as well as the states of alert.

17 Wing Winnipeg – is strategically located in the centre of the country in a major transportation hub and enjoys the full services of Winnipeg International Airport. It is a Centre of Excellence for Training, being home to six schools (Canadian Forces School of Aerospace Studies, Canadian Forces Air Navigation School, Canadian Forces School of Meteorology, Canadian Forces School of Survival and Aeromedical Training, 3 Canadian Forces Flying Training School, and also provides support to the Central Flying School). It also has three flying squadrons, numerous dependencies and an enormous AOR, which extends from Yellowknife NWT (home of 440 Sqn and the Yellowknife Forward Operating Location facility) through Saskatchewan (home of Dundurn and a number of armouries) to Northwestern Ontario. 435 Transport and Rescue Squadron operates the CC-130 HT, the only Hercules model in the CF equipped for Air to Air refuelling. The Squadron's AOR for SAR encompasses most of the Arctic and extends to the geographic North Pole. 402 Sqn operates the Canadian-made DeHavilland DH-8 which provides a state-of-the-art airborne training platform for ANAV and AESOP training. 17 Wing also operates the largest vehicle fleet and computer LAN in the Air Force.

19 Wing Comox – is located on Vancouver Island. It is Canada's most western base and the only Canadian Air Force Wing west of the Rockies. Home to 407 Maritime Patrol Squadron, 19 Wing CP-140 Aurora Crews operate from the North Pole to Australia conducting diverse surveillance operations to protect Canadian territorial sovereignty above and below the ocean's surface. 19 Wing is also home to 442 Transport and Rescue Squadron, which carries out search and rescue (SAR) as well as humanitarian missions in some of Canada's roughest terrain using a combination of aircraft unique to the Air Force – the new CH-149 Cormorant and the venerable CC-115 Buffalo. As the only operator of the Buffalo, 442 Squadron's Operational Training Flight naturally trains all Buffalo aircrew, however, the OTF is also responsible for training all of Canada's Cormorant aircrew as well. Just a short walk from 442 Squadron lies the centre of excellence for SAR Technician training in Canada, the Canadian Forces School Search and Rescue (CFSSAR). CFSSAR conducts both SAR Tech occupational training as well as individual sea survival training for CF aircrew. The Wing is also a Deployed Operations Base for CF-18 Aircraft from 4 Wing Cold Lake flying in support of their NORAD role.

22 Wing North Bay – represents one of Canada's major contributions to the North American Aerospace Defence (NORAD) agreement. From its underground complex personnel from the Canadian Air Defence Sector watch over Canada's airspace 24 hours a day, using state-of-the-art sensors, computer and communications equipment.

Canadian NORAD Region (CANR) – CANR is one of three NORAD regions responsible for the surveillance and control of North American airspace. From CANR HQ (co-located with 1 Cdn Air Div HQ) in Winnipeg, the CANR Commander exercises operational control of NORAD-assigned Canadian Air Force aircraft, sensors and personnel. The Canadian Air Defence Sector (CADS) in North Bay monitors a network of resources to detect, intercept and, if necessary, engage any airborne threats to the safety and security of the continent. CANR assists law enforcement agencies in the conduct of their counter-drug mission.

In addition, CANR monitors internal aviation activity to protect against threats originating from within, or transiting through, Canadian airspace and periodically deploys aircraft and radars to strategic locations across the country.

Chief of the Land Staff (CLS)

The mission of the CLS is to generate and maintain combat capable, multi-purpose land forces to meet Canada's defence objectives.

Assistant Chief of the Land Staff (Asst CLS) Asst CLS is responsible to the CLS for the overall resource management and sustainment of combat-capable, multi-purpose land forces to meet Canada's defence capability requirements. Leader for Army Transformation to a command-centric, knowledge-based Army of tomorrow. Deputy Commander of Canada's Army.

Director General Land Staff (DGLS)/Chief of Staff – DGLS as the "General Staff", must assist the commander in meeting his responsibilities for overall command. The mission of the COS and the LS Secretariat is to co-ordinate the work of the staff. The aim of the COS Home Page is to not only facilitate this co-ordination but to provide transparency to planning and the execution of our operations and training.

Secretariat Land Staff (SLS) – The Secretariat of the Land Staff provides command support to the Land Staff.

Director Land Command and Information (DLCI) – Given the centrality of information management to the Commander, DLCI, with DLR and DAD support, will design, build, and integrate certain automated equipment components, and manage the other equipment components of command support (categorized as tools, communication and information management components) within the context of evolving Joint doctrine. Also, in co-ordination with other LS Directorates, will ensure the integration of all command support PLOTE (Personnel, Leadership, Organization, Training, Equipment, Doctrine) components for all LF Command levels and for both garrison and deployed tasks.

Director Land Environment (DLE) – Provide advice on broad environmental issues and to manage the LFC environmental programme to ensure the Army can realize its readiness objectives.

Director Land Requirements (DLR) – DLR provides operational direction for the acquisition and management of equipment to sustain a multi-purpose combat capable Army.

DLFS is responsible for managing Army personnel and equipment establishments, Combat Service Support policies, services and systems, and safety and environmental programs. This directorate have been amalgamated with (DLSS) Director Land Forces Structure.

Director Land Force Readiness (DLFR) – DLFR is the CLS's primary staff officer in force operations. Its mission is to manage the operational readiness of the Land Force of Today with a view to generating and sustaining operationally ready Land Forces deployment on CF operations.

Director Land Infrastructure (Realty Management) (DLI) – To provides compliant, effective and efficient Realty support.

Director Land Personnel (DLP) Now Director Land Personnel Management (DLPM) – DLP DLPM is accountable to develop, implement and monitor policies affecting Land Force (LF) personnel management, services and support programs to ensure that LFC has the necessary civilian and military personnel to meet its commitments in Canada and abroad.

Director Land Personnel Strategy (DLPS) – DLPS is responsible in developing, implementing and monitoring strategic level HR policies affecting Land Force (LF) military personnel.

Director Army Public Affairs (DAPA) – DAPA is responsible for the provision of advice and

guidance to the CLS and senior management of the Land Staff on all Public Affairs-related matters. DAPA also provides Public Affairs support to the Land Staff and to expedite the flow of accurate and timely information about the Army activities to the public and internal audiences.

Land Force Reserve Restructure (LFRR) – LFRR responsibility is to develop, as part of the Army, an effective and credible Army Reserve for the 21st Century, complementary and supplementary to the Regular Force and relevant to the needs of the nation.

Director Land Reserve Management (DLRM) – The DLRM directorate is responsible for the day to day management and co-ordination of all Army Reserve issues.

Director Land Strategy Planning (DLSP) – The Army is in the process of refocusing a strategy that represents a balanced approach to prepare for the future while continuing to perform the tasks that Canadians expect today. This strategy has been developed in accordance with Departmental Strategy 2020 and will lead to changes that will be felt across the department. The role of DLSP is to co-ordinate the strategic planning of the Land Force.

Director Land Service Support (DLSS) – DLSS will provide effective management of assigned programs and ensure successful Army influence over the development and operation of corporate support systems. This will be accomplished through effective and efficient staff support to CLS in his management of the Sustain Combat Function, with particular emphasis in the areas of logistics, LEMS, safety and contracted support. The continuous development of innovative and effective Land sustainment capability, incorporating Regular and Reserve components, will be aggressively pursued within the framework of Army Transformation and in close cooperation with CF Joint Capability Development.

Comptroller Land Force Command (Compt LFC) – Compt LFC is responsible and accountable to the CLS for planning, directing and monitoring the business management process as it pertains to the allocation, expenditure, control and reporting of resources.

Director Land Force Development (DLFD) – DLFD focuses on the force development process including linkages to Combat Development conducted by the Director of Army Doctrine. To achieve this, emphasis has been placed on the

development of Force Generation concepts and structures as embodied in the Interim Model work. Participation in the Army of Tomorrow Working Group (AoTWG) and the Combat Development process will ensure that the Army remains positioned to move to the AoT.

DLFD uses the Land Force Development Working Group as the venue to complete its analysis.

Land Forces Atlantic Area (LFAA) – LFAA, as part of the Army's geographical command structure is composed of both Regular and Reserve Force components. Its task is to provide operationally ready forces for various operations and tasks as assigned by the Commander Land Force Command. LFAA encompasses all Regular and Reserve Force organizations and infrastructure in the Atlantic Area.

Land Forces Central Area (LFCA) – LFCA, as part of the Army's geographical command structure is composed of both Regular and Reserve Force components. Its task is to provide operationally ready forces for various operations and tasks as assigned by the Commander Land Force Command. LFCA encompasses all Regular and Reserve Force organizations and infrastructure in Ontario (less 1 Canadian Division, 1 Canadian Signals Regiment and Thunder Bay District).

The LFCA operational mission is force generation; that is to provide trained forces and individuals to meet assigned tasks.

Land Force Doctrine And Training System (LFDTS) – To plan and manage the intellectual development and training of the Army.

Land Forces Western Area (LFWA) – LFWA was established on September 1st, 1991 to take command of all regular and reserve army units in Western Canada. LFWA is one of four army area commands. LFWA consists of three Reserve Brigade Groups, One Regular Mechanized Brigade Group, One Area Support Group and the Western Area Training Centre, CFB Suffield, Alberta.

LFWA's three Reserve Brigades, 38 Canadian Brigade Group, headquartered in Winnipeg, 39 Canadian Brigade Group, headquartered in Vancouver, and 41 Canadian Brigade Group, headquartered in Calgary, roughly correspond to the provinces they are headquartered in. 38 Canadian Brigade Group includes Manitoba, Saskatchewan, and the portion of Ontario west of Thunder Bay. The regular brigade, 1 Canadian Mechanized Brigade Group consists of the regular units in Winnipeg, Shilo, Manitoba, and Edmonton.

Land Forces Quebec Area (LFQA) – LFQA, as part of the Army's geographical command structure is composed of both Regular and Reserve Force components. Its task is to provide operationally ready forces for various operations and tasks as assigned by the Commander Land Force Command. LFQA encompasses all Regular and Reserve Force organizations and infrastructure in the Quebec provincial territory.

Chief of the Maritime Staff (CMS)

CMS is both the Commander of Maritime Command and a First Level Advisor to MND, CDS and DM. As a Commander, he is responsible for generating and maintaining operationally ready maritime forces, and for exercising command of assigned forces. In his capacity as a First Level Advisor, he provides advice on maritime force matters, on the development of force structure options and on the development of plans and taskings for CF operations. Reporting to the Chief of Maritime Staff are the Commanders of Maritime Forces Atlantic, Maritime Forces Pacific, the Naval Reserve, the Assistant Chief of the Maritime Staff, and the CF Maritime Warfare Centre.

Maritime Forces Atlantic (MARLANT) and Maritime Forces Pacific (MARPAF) are coastal commanders responsible to maintain and operate combat capable, multi-purpose maritime forces to meet our national and international defence commitments.

The Naval Reserve (NAVRES) is responsible for providing the Navy with trained personnel for the manning of combat and support elements to meet Canada's defence objectives in time of peace, crisis and war with specialization in coastal defence, naval control of shipping and mine warfare.

The Canadian Forces Maritime Warfare Centre (CFMWC) is responsible to develop and teach doctrine and tactics, and to provide tactical products including effective Electronic Warfare (EW) libraries through the Naval Electronic Warfare Centre (NEWC) to support multi-purpose, combat-capable maritime forces in joint and combined operations, and analyze the effectiveness of maritime forces through operational test, evaluations and exercises.

Maritime Staff within National Defence Headquarters (MSHQ)

Assistant Chief of the Maritime Staff (ASST CMS): The Assistant CMS is accountable to CMS for the effective and efficient operation of Maritime Staff in achieving the stated CMS goals through decisive

leadership and sponsoring innovation. He also provides advice to CMS on public affairs, overall naval resource management, business planning, change and risk management, and the successful implementation of projects in these areas. Another part of the Assistant CMS division is the Canadian Naval Centennial project. In 2010, Canada's Navy will celebrate its 100th anniversary of service to our country. The project has been established to co-ordinate these activities with a focus on showcasing the Navy to Canadians during the anniversary year.

Director Maritime Materiel Operational Support (DMMOS) – The Director Maritime Materiel Operational Support provides advice on materiel and logistics readiness, support and sustainment encompassing, transport, movement, food services, materiel acquisition and management, contracting and postal services. Responsible for the materiel support programme, performance measurement, naval logistics doctrine and training and consolidation of lessons learned across all processes in support of domestic, continental and expeditionary operations. The incumbent also acts as the Navy's Co-Advisor for the Logistics Branch.

Director Maritime Fleet Management (DMFM) – The Director Maritime Fleet Management is accountable for the development and execution of the Fleet Support Plan and for the oversight of class level naval engineering and maintenance. The incumbent also acts as the Branch Adviser for all officers and non-commissioned members in the Naval Technical Branch.

Maritime Staff Chief Of Staff (MS COS): The Chief of Staff reports to the Asst CMS and oversees/coordinates the high-level information management activities of the MS. Chief of Staff works closely with all MS DGs and Directors and Formation Chief of Staffs to ensure that CMS receives the required informational support in the performance of his duties as CMS and Commander MARCOM.

Maritime Staff Corporate Services (MS CORP SVCS) – Maritime Staff Corporate Services is responsible for providing administrative support to MSHQ military members, as well as administrative support for Boards of Inquiry, summary investigations, CF grievances and research and recommendations. It is also responsible for MARCORD coordination, security, accommodation issues, records and information management and executive services, such as executive committee, NBEC and Naval Board coordination.

Maritime Staff Management Services (MGT SVCS) – Maritime Staff Management Services is responsible for the coordination of Access to Information requests and Ministerial Queries relating to naval issues. It is also responsible for civilian human resource requirements and issues within MSHQ.

Maritime Staff Public Affairs (MSPA) – Maritime Staff Public Affairs provides advice to CMS with regard to informing the Canadian public, including MARCOM military and civilian members, of the role, mandate, activities, priorities and benefits of the Canadian Navy. MSPA manages the provision of high quality PA services in a manner that is accurate, complete, objective, timely, relevant, understandable, and open within the law.

SO Heritage – The Maritime Staff Heritage Team (MSHT) is responsible for the planning and execution of heritage activities related to the promotion and practice of customs and traditions within the Canadian Navy. MS SO HER also liaises with naval museums and other heritage organizations to maximize available resources; maintains the naval heritage project portion of the Navy website and supports instruction in naval customs, traditions, history and heritage within Fleet Schools and Naval Reserve Divisions (NRDs).

Director General Maritime Force Development (DGMFD): DGMFD is accountable for the strategic development of the next Navy and the Navy after next, including capability concepts, infrastructure and requirements from an operational, material support and information management/technological perspective. DGMFD is also accountable for the CMS Strategic Capability Investment Plan co-ordination, and directorship of naval acquisition projects. This includes responsibility for appropriate Defence Management System documentation for equipment and minor new construction.

Director Maritime Requirements Sea (DMRS) – The Director Maritime Requirements Sea is accountable for the development of operational equipment capability requirements for the Maritime Forces, and the project directorship for the acquisition of platforms, equipment and auxiliary vessels.

Maritime Research Coordination Cell (MRCC) – The Maritime Research Coordination Cell co-ordinates formulation of the Maritime R&D programme requirements that are incorporated into Defence Research and Development Canada's (DRDC) R&D Service Level Agreements, the

maritime portion of DGOR's business plan and the CFMWC Maritime Experimentation program.

Director Maritime Infrastructure (DMI) – The Directorate of Maritime Infrastructure is accountable for MARCOM infrastructure (buildings, works and property).

Director Maritime Strategy (D Mar Strat) – The Director Maritime Strategy is accountable for the development of the long-term strategic direction of the Maritime Forces within the CF structure, the development of the maritime concepts and development of maritime force issues. DMS co-ordinates/develops the MARCOM vision, long-term strategic plans, publications and documents.

Director Maritime Information Management Requirements (DMIMR) – The Director Maritime Information Management Requirements is accountable for the development of the strategic command and control and information management/information technology requirements for the Maritime Forces, and the project directorship for future Naval IM/IT capability requirements.

Maritime Staff Strategic Communications – To ensure that those members of the public who influence maritime policy are informed and educated on maritime security, maritime power, and the naval capability required to meet these commitments. MS STRAT COMM is largely involved in outreach to key leaders in Academia, Business, Industry and the general public.

Director General Maritime Personnel and Readiness (DGMPR): The Director General Maritime Personnel and Readiness provides advice to CMS for the current mandated capability and readiness programs of the Canadian Navy, including operational planning and policy development from the personnel, training, capability and materiel support perspectives, and establishing and overseeing the Maritime Command Readiness and Sustainment Program.

Director Maritime Personnel (D Mar Pers) – The Director Maritime Personnel provides advice and recommendations on the naval personnel management aspects of the current Maritime Force, and establishes, promulgates and oversees the policy development and management of naval personnel management programs.

Director Maritime Training And Education (DMTE) – The Director Maritime Training and Education provides advice and recommendations on the naval individual training and education aspects of the current Maritime Force, and establishes, promulgates and oversees the policy development

and management of naval individual training and education programs. DMTE co-ordinates all aspects of recruiting and recruiting attraction activities on behalf of CMS.

Director Maritime Civilian Personnel Requirements (DMCPR) – The Director Maritime Civilian Personnel Requirements provides advice and recommendations on the civilian personnel management aspects of the current Maritime Force, and ensures that the public service requirements are adapted to the actual needs of the Maritime Command to meet current and future needs and the level of work.

Director Maritime Health Services (DMHS) – The Director Maritime Health Services provides advice to the Commander on the Maritime health aspects of the current Maritime Forces, and establishes and promulgates policies and guidelines to safeguard the health of all Maritime Staff personnel.

Director Maritime Policy, Operations and Readiness (DMPOR) – The Director Maritime Policy, Operations and Readiness provides advice on the operational readiness, policy and plans for the Maritime Forces and for the planning, conduct and monitoring (at the strategic level) of CF operations that have maritime aspects. DMPOR also establishes, promulgates and oversees the development of Maritime operational plans and policies.

Maritime Staff Comptrollership (MS COMPT): Maritime Staff Comptrollership provides advice on all aspects of comptrollership, financial operations and audit and review for the Maritime Forces, establishes, promulgates and oversees the development of Maritime financial plans and policies.

Maritime Staff Financial Services (MS FIN SVCS) – Maritime Staff Financial Services provides advice and guidance to all subordinate Formations and units of Maritime Command for in-year budget management, financial services and financial policy and procedures. This includes controlling and ensuring the optimal utilization of the Navy's budget and the provision of financial policy guidance to Formations regarding both public and non-public funds. MS FIN SVCS acts as the CMS intermediary between NDHQ authorities and the Formations in the development and implementation of financial policies and procedures.

Maritime Staff Risk Management Services (MSRMS) – The Maritime Staff Risk Management Section contains a number of sub-sections accountable for Nuclear Safety, RADHAZ,

General Safety, Modern Comptrollership, the Environment, Submarine Safety, CF Diving Safety and Reassurance. The MSRMS Section Head is accountable for the administrative oversight of the regulatory and safety cells and directly accountable for the Modern Comptrollership and Reassurance Sub-Sections. With the exception of these latter two Sub-Sections, all others within this Section have direct functional reporting responsibility to Asst CMS, and to CMS as necessary.

Maritime Staff Management Team (MSMT) The MSMT provides advice to the Assistant CMS on L1 Business Planning and Performance Management issues. Included in this function are the co-ordination of pan-Navy Business planning issues, the development and maintenance of pan-Navy performance measurement framework, and advice on pan-Navy management issues.

Chief Review Services Branch

Chief Review Services (CRS) is responsible for the provision of internal audit, evaluation, and special examinations, fulfilling the requirements of government policies applicable to these respective functions. CRS is also responsible for liaison with the Office of the Auditor General, for the coordination of the Defence Ethics Program and conflict of interest/post employment code responsibilities as well as for implementation of the policy for Internal Disclosure of Wrongdoing in the Workplace.

Chief Military Personnel (CMP)

The CMP, as Departmental authority for military personnel, is the functional authority for all elements of the military personnel cycle from translating personnel portion of capability development into personnel requirements, developing intake plans, attraction, recruiting and development and employment through to transition back to civilian life. As senior resource manager for military personnel, the CMP provides the strategic direction, management and planning activities to ensure that the military HR System fully supports the operational requirements of the CF, and meets member's expectations while complying with Government mandates and legislation. The CF policy, plans and direction reflect societal expectations and ensure that military aspects are fully considered by colleagues when developing capabilities and plans. As primary advisor to the CDS on personnel, CPM also coordinates NDHQ cross-functional personnel issues to ensure personnel processes support people and operations

and that synergies in military and civilian support are achieved.

A/CMP is responsible for the co-ordination of corporate Human Resource systems, services and programs and the maintenance of a productive HR working environment. Common support services include: HR information management; comptrollership; coordination and secretariat support.

DGMPS Director General Military Personnel Strategy. DGMPS has two roles: The systemic integration of military HR perspectives into strategic and operational decision making through the generation of strategic advice, research, analysis and planning for CMP and stakeholders; and the management and coordination of pan CF HR and CMP activities. Four core responsibilities are carried out in fulfilling these roles: CF HR Force Development; CMP Strategic Integration; CMP Program and Planning Coordination; and DGMPS Decision Making and Communication Support.

CF HR Force Development includes the following: Research and analysis of the internal/external environment to identify factors that shape and determine the alternate futures within which CF HR will operate and of the internal HR factors that determine the future shape of the CF; Coordinating the development of middle and long-term HR strategies and providing HR input into future capability and force development, including new concepts and doctrine; HR modelling and analysis to assist in strategic HR policy development, and future capability and force development by examining current and future workforce scenarios; Military career flow HR modelling in support of HR planning, policies and career management within NDHQ; and analytical support for a wide variety of occupational re-engineering, military demographic analyses, HR policy development and career management functions within CMP and the CF.

CMP Strategic Integration includes the planning and implementation of projects aimed at increasing HR System effectiveness; HR Transformation; identification, management and coordination of HR issues across DND and the CF activities; and research coordination and quality control in a partnership with ADM (S&T).

Program Planning Coordination provides CMP with representation and a voice in corporate capability-based planning activities, establishment changes and capital acquisition projects. It also includes coordination of appropriate CMP engagement in the conduct of HR impact assessments and

provides information to senior management, HR committees, policy analysts and OPIs responsible for specific functions. Finally it includes integrated strategic direction and planning, including the CMP business plan, Functional Planning Guidance, reports to Government and Integrated Risk Management and Prioritization of TB submissions for CMP.

DGMPS Decision Making and Communication provides support DGMPS in the coordination of pan DG activities and all administrative requirements within the DG. Activities include: the review and analysis of documentation for AFC, DMC, DPB and CDB meetings; the development of presentations and speeches for DGMPS and CMP for regularly occurring speaking engagements; the production of DGMPS HR News Letter; the coordination of pan DG activities for DGMPS in support of MILPERSCOM; and the coordination of all DG administrative requirements such as: staffing, budget management, business planning, travel etc; OPI for Executive Committees (AFC, DMC, DMOC, CDB, PMB); and OPI for CMP/Asst CMP Communications (speeches and presentations).

Director General Personnel Generation Policy (DGP GP), previously Director General Military Human Resources Policy and Planning (DGMHRPP), is responsible for coordinating personnel policy across MILPERS Command, for developing and maintaining specific CF personnel policy and for personnel requirements planning to meet CF operational commitments. The requirements planning process includes MOS management related to occupation analysis, maintenance of general, occupation and occupation speciality specifications, planning throughput capability through the development with VCDS staffs of the Strategic Intake plan, through the functionally operational point: i.e. determining CF personnel requirements, and the CF occupational structure to best meet those requirements. The requirements development process is supported by continuing retention/attrition monitoring, analysis, with intervention processes where required managed through the National Retention Team. The division provides strategic direction for the IT&E framework and maintains recruiting and retention policy, personnel selection and personnel development (IT&E) policy and career management and employment policy to support the personnel generation cycle (Reg and Res F).

Director General Conditions of Service (DG Cond Svc) – DG Cond Svc is responsible for

the delivery of a range of policies, programs, and services that support and sustain military personnel and their families, and that are equally intended to maintain a rewarding and fair work environment. DG Cond Svc is composed of Directorate of Quality of Life (DQOL), Directorate of Official languages (DOL), Directorate of Human Rights and Diversity (DHRD), and Directorate of Casualty Support and Administration (DCSA). The Division also represents CF interests in dealings with external agencies such as the Office of Commission, as well as other Government Departments such as the Treasury Board Secretariat and Veterans Affairs. Through these relationships DG Cond Svc champions the well-being of serving and former members and their families.

Military Careers Division (DGMG) – DGMG is responsible for the control and management of the succession planning process, consistent with Canadian Forces Manning priorities and in accordance with established policies, for Regular Force personnel who have completed basic training. It includes the selection of military personnel for: promotion; new terms of service; Professional Development and Educational Programs; and posting of military personnel. It manages the Canadian Forces release process, the Administrative Reviews of the careers of military members and the Administrative Inquiries related to career issues which include Ministerial Inquiries, Human Rights complaints and the Canadian Forces Grievance System.

Compensation and Benefits Division – DGCB is responsible for the development and management of affordable compensation and benefits programs for the Canadian Forces. These programs recognize the value of work performed by CF members and the unique conditions in which they serve. Specifically, DGCB is responsible for the development and management of policies addressing the following: pay and allowances; taxation; occupational analysis and total compensation; pensions under the Canadian Forces Superannuation Act; Health and Dental Plans; as well as individual entitlements including those related to relocation, travel, foreign service, leave and dependant education. Finally, DGCB acts as the Initial Authority for grievances related to military compensation and benefit policies.

Canadian Forces Recruiting Group Division (CFRG) – Canadian Forces Recruiting Group is responsible for the planning, implementation and control of programs related to the production of

military personnel. This responsibility includes the attraction, recruiting and selection of suitable individuals for enrolment in the Regular and Reserve components of the Canadian Forces. Canadian Forces Recruiting Group is also responsible for the management of trainees in selected occupations until such time as they are considered employable and are assigned to their first operational post and for the selection of serving personnel for occupational transfers. In executing its responsibilities, Canadian Forces Recruiting Group implements, but does not formulate, policies related to the selection and production of military personnel.

To deliver its mandate, CFRG has ten Canadian Forces Recruiting Centres across Canada, the closest Recruiting Centre may be contacted by telephone at 1-800-856-8488 or by visiting <http://www.recuiting.forces.gc.ca>

Canadian Forces Health Services (CF H Svcs Gp) The mandate of CF H Svcs Gp is to provide full spectrum, high quality health services to sustain a multi-purpose, deployable and combat capable force, across the full spectrum of military scenarios. The CF H Svcs Gp is responsible for developing all policies and standards for both dental and medical care. They work closely with civilian health organizations including hospitals, professional associations and other government agencies such as Health Canada and the department of Veterans Affairs. It is through these relationships that the CF H Svcs Gp develops linkages for care and creates opportunities for maintenance of clinical competencies for its health services providers.

Canadian Forces Personnel Support Agency (CFPSA) – The CEO CFPSA reports directly to the CMP and is responsible for the development and service delivery of many morale and welfare programs which enhance the quality of life of members, and to contribute to the CF's operational effectiveness and readiness. CFPSA comprises several operational components: Personnel Support Programs (PSP), responsible for a variety of Morale and Welfare programs including sports and fitness programs, and programs to assist deployed forces. CANEX/NATEX (Canadian Forces Exchange/ NATO Exchange) provides consumer shopping facilities on bases/wing/units throughout Canada and Europe. Service Income Security Insurance Program Financial Services (SISIP FS) offers life and disability insurance and financial products and services to CF personnel and their families. CFPSA stakeholders include Environmental

Chiefs of Staff, Group Principals and base/wing/unit commanders, Regular and Reserve Force personnel, military families, veterans, DND public and non-public employees.

Chaplain General Division (Chap Gen) – Responsible for upholding and fostering spiritual values and pastoral care of all Canadian Forces personnel and their families, including when members are on deployed operations. This includes the implementation of ecclesiastical and military policy as it affects the ministry of chaplains; administration of chapel-oriented programs that provide a comprehensive pastoral ministry; development of lay participation and leadership; administration of all religious activities, including those involving chaplain service with the reserves and cadets; and the maintenance of a close working relationship with the Canadian Council of Churches and other major religious organizations through the Interfaith Committee on Canadian Military Chaplaincy.

Canadian Defence Academy (CDA) – The CDA is a Canadian Forces formation, organizationally situated within the Chief Military Personnel Group. It is part of a Canadian Forces-wide strategy to prepare its members intellectually and professionally to meet the challenges of future operations. Specifically, the CDA champions lifelong learning through the implementation of coherent, integrated, academically rigorous and accredited education and professional development programs. This approach helps ensure members of the CF can develop their full intellectual potential.

The CDA is composed of a Headquarters, located in Kingston, and a number of educational and training institutions which include, the Royal Military College (RMC Kingston), the Canadian Forces College (CFC Toronto), the Canadian Forces Language School (CFLS), centered in Gatineau, the Canadian Forces Leadership and Recruit School (CFLRS St-Jean), and the Canadian Forces Learning and Development Center (CFLDC St-Jean).

Directorate History and Heritage (DHH) – The mission of DHH is to develop and support all-encompassing history, music, honours and awards, dress and ceremonial policies that provide all members of the Defence team with strong core values, thus enhancing and reinforcing a sense of identity, military ethos and cohesion amongst the DND/CF community and adding value to operational effectiveness.

Communications Security Establishment

The Communications Security Establishment (CSE) is mandated to: acquire and use information from the global information infrastructure for the purpose of providing foreign intelligence, in accordance with Government of Canada intelligence priorities; provide advice, guidance and services to help ensure the protection of electronic information and of information infrastructures of importance to the Government of Canada; and provide technical and operational assistance to federal law enforcement and security agencies in the performance of their lawful duties.

CSE was established in 1946 as the Communications Branch of the National Research Council (CBNRC) and transferred its functions to the Department of National Defence portfolio by Cabinet Order-in-Council in 1975.

Signals Intelligence (SIGINT) – CSE produces intelligence in response to Government priorities for several hundred clients at numerous federal departments and agencies. This intelligence serves policy formulation, decision-making and daily assessment of foreign capabilities, intentions and threats as outlined in the National Security Policy.

Information Technology Security (IT Security) – CSE provides expertise in protecting sensitive information and ensuring the security of IT products, systems and networks. CSE helps in protecting Canada's most critical information and infrastructure by analyzing the vulnerability of Government communications and information, working to predict and prevent cyber attacks, developing and approving cryptographic systems, supporting research and development, and providing IT security advice and services in support of national interests.

Support to Federal Law Enforcement and Security Agencies – CSE provides technical and operational support to federal security and law enforcement agencies, working with them under the terms of their respective mandates.

CSE operates within all Canadian laws, including the Canadian Charter of Rights and Freedoms, the Criminal Code, the Canadian Human Rights Act and the Privacy Act. CSE is subject to a high degree of independent, external review by the CSE Commissioner among other oversight bodies such as the Canadian Human Rights Commissioner, the Privacy Commissioner, the Information Commissioner, the Commissioner of Official Languages, and the Auditor General.

DND/CF Legal Advisor

The DND/CF Legal Advisor provides legal services to the Department of National Defence (DND) and to the Canadian Forces (CF) in all areas of the law, except those related to military law, military discipline and the military justice system for which the Judge Advocate General (JAG) is responsible.

National Search and Rescue Secretariat

The NSS was established in 1986 to support and promote the activities of the National SAR Program (NSP) as a means to achieve highly effective and economically responsible search and rescue programs throughout Canada.

Reporting directly to the Lead Minister for Search and Rescue (the Minister of National Defence), the NSS coordinates national search and rescue policy, planning and reporting, involving the federal SAR delivery organizations: Department of National Defence (Canadian Forces), Department of Fisheries and Oceans (Canadian Coast Guard), Royal Canadian Mounted Police, Transport Canada, Environment Canada (Meteorological Service of Canada), and Parks Canada Agency. Outside the federal jurisdiction, the NSS works with provincial and territorial Emergency Measures Organizations (EMOs), police services, and volunteer associations to promote NSP goals and objectives and to support interoperability in SAR. Supporting these major federal and non-federal activities, the NSS manages the \$8.1M SAR New Initiatives Fund (NIF), conducts studies and reviews, publishes the SARSCENE magazine on-line, stages the annual SARSCENE workshop and awards program and produces SAR prevention information. The NSS also coordinates the Canadian contribution to the COSPAS-SARSAT satellite alerting system, and monitors the standards and maintains the Canadian Beacon Registry for personal locator beacons, emergency positioning indicator radio beacons and emergency locator transmitters.

Office of the Chief Military Judge

The Office of the Chief Military Judge is not part of the chain of command for reasons of judicial independence. Military judges preside at courts martial and perform other judicial duties. The Court Martial Administrator and staff provide administrative services.

Office of the Judge Advocate General

The Judge Advocate General acts as legal adviser to the Governor General, the Minister, the Department and the Canadian Forces in matters relating to military law. He also has the superintendence of the administration of military justice in the Canadian Forces.

Strategic Joint Staff (SJS)

The Strategic Joint Staff (SJS) will provide military analysis and decision support to the Chief of Defence Staff (CDS) in his role as the principal military advisor to the Government of Canada, and enable the CDS to effect strategic command. The Strategic Joint Staff consists of the following: Director General Operations, Director General Plans, and Director General requirements.

Modest in size and agile in nature, the Strategic Joint Staff will support the CDS in his critical role of translating government direction into effective and responsive Canadian Forces operations by establishing access and information exchange with selected government departments, operational and environmental CF Commands, and with the strategic staffs of Canada's key allies.

Information Holdings

Program Records

Assistant Deputy Minister – Finance and Corporate Services

Automated Data Processing

Description: Information on automated data processing standards, base automated data processing program, logistic services, and systems applications.

Topics: Automated data information, processing report and plans system.

Program Record Number: DND MSD 780

Finance and Accounting

Description: Files on the overall financial administration of the Department.

Topics: Accounting; allotments; financial arrangements and agreement; costing; administration of pay and allowances; and write-offs.

Format: Computer database and paper case files.

Program Record Number: DND FSB 765

Forecasts of Expenditures

Description: Information on government expenditures and the expenditure management system.

Topics: Forecasts of expenditures for all defence services program activities.

Format: Computer database and paper case files.

Program Record Number: DND DPB 130

Integrated Automatic Data Processing System

Description: Information on the system, and files on policy and planning.

Topics: Policy pertaining to expenditures.

Format: Computer database and paper case files.

Program Record Number: DND MSD 790

Management Information Systems (Design and Analysis)

Description: Automated management information systems.

Topics: Automated data processing – general; Annual Automated Data Processing Report and Plan; the personnel management information system; the organization and management of management information systems; the technical services of management information systems; and analysis and design of management information systems.

Format: Computer database.

Program Record Number: DND MSD 785

Management Services

Description: Information on management consulting services, projects and scales and standards program studies.

Topics: Management consulting services project reports; scales and standards studies; and advisory services.

Access: Fiscal year, file number, title of report, client.

Format: Computer database and paper case files.

Program Record Number: DND MSD 775

Privacy Act

Description: Information on the Privacy Act with respect to present and former military personnel or civilian employees of the Department of National Defence.

Topics: Privacy Act – policy; information banks; statistical returns; complaints and investigations; and enquiries.

Format: Computer database and paper case files.

Program Record Number: DND PCA 610

Assistant Deputy Minister – Human Resources (Civilian)

Canadian Human Rights Act

Description: Policy, guideline, and correspondence files on the relationship between

the Canadian Human Rights Act and present and former military personnel or civilian employees of the Department of National Defence.

Topics: Canadian Human Rights Act.

Format: Computer database and paper case files.

Program Record Number: DND PCA 605

Civilian Personnel – Employee Training

Description: General guidelines and correspondence files on civilian training within the Canadian Forces.

Topics: Employee training and development; apprenticeship training; training agreements; annual training and development review reporting; and civilian training study.

Format: Computer database and paper case files.

Program Record Number: DND RET 380

Civilian Personnel Services

Description: Information on the administration of the Department's civilian personnel activities.

Topics: General information; general administration; financial administration; staffing; classification; compensation and benefits; staff relations; superannuation; human resources (planning and training); forms and records; career development; casual labour program; collective bargaining courses; industrial relations and compensation; management trainee program; and manpower.

Format: Computer database and paper case files.

Program Record Number: DND CPS 600

Classification Revision Program

Description: General correspondence and document files on the classification audit program.

Topics: The revision of classification standards and internal classification studies; the Classification Policy Manual; monthly classification activity reports; classification of civilian personnel positions in the Canadian Forces Europe; classification grievances; and the classification audit program.

Format: Computer database and paper case files.

Program Record Number: DND CLD 590

National Defence Public Service Communiqué

Description: Information on the production, distribution, and subjects in the Communiqué.

Topics: Dissemination of information on civilian personnel matters; letters to the editor; and production and distribution.

Format: Computer database and paper case files.

Program Record Number: DND PCA 620

Official Languages

Description: Information on the administration of the Department's official language plans.

Topics: Official languages; civilian requirements; military requirements; and departmental official language plan.

Format: Computer database and paper case files.

Program Record Number: DND OLD 635

Personnel Studies

Description: Studies on personnel development research.

Topics: Various departmental studies on personnel (civilian and military) such as premature release, aircrew – future requirement (1976), and others.

Format: Computer database and paper case files.

Program Record Number: DND PDB 360

Position Classification

Description: Files on job descriptions, organizational charts, rationales on job evaluation, on-site review reports, grievance reports, and job ratings.

Topics: Classification of positions within the department.

Format: Computer database and paper case files.

Program Record Number: DND CLD 595

Incentive Award Plan

Description: Information on the administration of the Department's incentive award plan.

Topics: Suggestion, merit, long service, and outstanding achievement award programs.

Format: Computer database and paper case files.

Program Record Number: DND ESD 045

Assistant Deputy Minister – Materiel

Ammunition and Explosives

Description: Information on ammunition and explosives of all calibers, land mines, torpedoes, missiles, pyrotechnics, demolition materials, fuses, design, modification, and storage.

Topics: Design engineering; maintenance; storage; explosive safety; disposal; technical information; and ammunition restrictions.

Format: Computer database and paper case files.

Program Record Number: DND WEE 700

Applied Research

Description: Information on applied research and technology base activities and projects.

Topics: Military college grants; defence science contracting; surveillance and remote control sensing; and laser technology.

Format: Computer database and paper case files.

Program Record Number: DND RDB 725

Canadian Forces Mobile Support Equipment Safety Program

Description: Information on the administration of the Canadian Forces mobile support equipment safety program.

Topics: Reports, returns and statistics; and competitions and awards.

Format: Computer database and paper case files.

Program Record Number: DND TRD 690

Communications – Electronics Systems and Equipment (Engineering and Maintenance)

Description: Correspondence, reports, scaling, and technical information on communications – electronics systems.

Topics: Telephone and telegraph; teletype and facsimile; radio and television; radio navigation; intercommunication and public address; radar; underwater sound equipment; also components and connectors.

Format: Computer database and paper case files.

Program Record Number: DND WEE 660

Construction Engineering

Description: Information on the acquisition, disposal, utilization, and management of real property or interest therein; design and construction of works projects; the maintenance of works and buildings; utilities services; and similar functions within the Department of National Defence.

Topics: Accommodation; airfields; construction and maintenance; fire prevention; grounds maintenance; heating systems; janitorial services; natural resources management; real property management; acquisition of works and buildings; lettings; disposal; research and development; sanitation services; and utilities.

Format: Computer database and paper case files.

Program Record Number: DND CPB 710

Environmental Protection and Pollution Control

Description: Information on environmental protection and pollution control within the Department of National Defence.

Topics: Air, solid waste disposal, and toxic hazardous waste disposal pollution control; and environmental assessment and review.

Format: Computer database and paper case files.

Program Record Number: DND CPB 715

Equipment and Supplies

Description: Correspondence files on various stages of acquisition, life of, and disposal of equipment and supplies.

Topics: Cataloguing and identification; contract demands; disposal; initial provisioning; issues from and restocking; local purchases; packing, packaging and preservation; recovery, recuperation and salvaging; replacement program; sales, transfers and free issues; scales and tables-Canadian Forces scales; spare parts; stocktaking and inventories; storage and warehousing; supply and demand; and surplus and excess stores.

Format: Computer database and paper case files.

Program Record Number: DND SUB 670

Equipment and Supplies (Engineering and Maintenance)

Description: Information pertaining to equipment and supplies being considered for acquisition, in the course of acquisition, or in service within the Canadian Forces.

Topics: Defects and failures; design and engineering changes; drawings and specifications; maintenance techniques; and modifications and alterations.

Access: Subject, equipment name, contract number, catalogue number.

Format: Computer database and paper case files.

Program Record Number: DND WEE 645

Equipment and Supplies – Military Assistance Program

Description: Information on the military assistance program.

Topics: Policy; general; Turkish T33 aid program; and Portuguese aid program.

Access: By country and subject.

Format: Computer database and paper case files.

Program Record Number: DND RDP 760

Equipment and Supplies – Research and Development

Description: Research and development information on equipment and supplies requested by the Department.

Topics: Research requirements of the Canadian Forces; industrial research and development; and bilateral arrangements for research and development with other countries.

Format: Computer database and paper case files.

Program Record Number: DND RDB 730

Exports and Imports

Description: Information on Department of National Defence export permits.

Topics: Policy; applications for export; intelligence and security implications; and reports of export permits.

Format: Computer database and paper case files.

Program Record Number: DND RDP 750

Food Services

Description: Information on the provision of food services in the Canadian Forces.

Topics: General; staff visits; and unit returns.

Format: Computer database and paper case files.

Program Record Number: DND SUB 675

Inventions and Patents

Description: Information on departmental policies on patent administration.

Topics: Inventions and patents; inventions submitted to the Department; patent applications referred to the Department; patent opinions, validity and infringement; trade mark matters; copyright matters; design matters; and inventions arising from Department contracts.

Format: Computer database and paper case files.

Program Record Number: DND RSD 740

Logistics Operations

Description: Information on logistic contingency plans and procedures and coordination of logistics aspects of operation.

Topics: Logistics operations – national and international, logistic policy and doctrine, and logistic systems evaluation.

Format: Computer database and paper case files.

Program Record Number: DND RSD 745

Machinery, Vehicles, Engines (Engineering and Maintenance)

Description: Correspondence, instructions and technical information on cataloguing and identification, defects, maintenance, repair, and overhaul, and supply and demand.

Topics: Ship and boat propulsion components; deck machinery; passenger motor vehicles; trucks and truck tractors (wheeled), by type; trailers; combat, assault and tactical vehicles (tracked); engines by type and application; and turbines by type and application. Class of main system and type.

Format: Computer database and paper case files.

Program Record Number: DND WEE 655

Metric System

Description: Information on metric conversion at the Department of National Defence.

Topics: Politic.

Format: Computer database and paper case files.

Program Record Number: DND RDP 755

Military Clothing and Personal Equipment

Description: Correspondence, reports, scaling, and technical information on military clothing and personal equipment.

Topics: Flags and pennants; clothing – individual equipment and insignia; outerwear – men's, women's; clothing, special purpose; underwear – men's, women's; footwear – men's, women's; hosiery; and badges and insignia.

Format: Computer database and paper case files.

Program Record Number: DND WEE 665

National Defence Publications – Production and Distribution

Description: Information on documentation and drawing services (including the design production and management of the Department's publications).

Topics: Regulations, manuals of instructions, reference videos and historical publications.

Format: Computer database and paper case files.

Program Record Number: DND RSD 735

Postal Services

Description: Information on the Canadian Forces postal service.

Topics: Handling of mail; regulations; postal inspections; special arrangements; and financial operations.

Format: Computer database and paper case files.

Program Record Number: DND TRD 685

Technical Co-operation Program

Description: Information on co-operation in research and development with defence departments in Australia, New Zealand, Britain and the United States.

Topics: Guided missiles; undersea warfare technology; electronic devices; military space research; nuclear weapons defence; and behavioral sciences.

Format: Computer database and paper case files.

Program Record Number: DND RDB 720

Transportation – General

Description: Information on the Department's transportation services.

Topics: Material; personnel; programming and requirements; rates and tariffs; reports and returns; special flights; systems development; and vehicles.

Format: Computer database and paper case files.

Program Record Number: DND TRD 680

Weapons and Systems (Engineering and Maintenance)

Description: Correspondence, instructions, and technical descriptions on weapon systems and primary equipment platforms of maritime and air elements, and guns, missiles, and launchers for all environments.

Topics: Guns by type; launchers; fire control systems; aircraft by type; ships by class and name; and guided missiles.

Format: Computer database and paper case files.

Program Record Number: DND WEE 650

Assistant Deputy Minister – Policy

Defence Programming

Description: Information on the planning, programming, budgeting, and managing of the defence services program.

Topics: The control and identification of all defence activities.

Format: Computer database and paper case files.

Program Record Number: DND DPB 125

Establishment and Official Position List

Description: Policy guidance, procedures, and correspondence files dealing with Canadian Forces establishments and the civilian official position list.

Topics: Canadian Forces establishments (monthly and quarterly establishment recapitulations); civilian official position list; on-site manpower evaluation reports.

Format: Computer database and paper case files.

Program Record Number: DND OMD 160

NATO

Description: Information on the North Atlantic Treaty Organization.

Topics: NATO agreement; NATO committees; NATO defence measures and plans; NATO mutual aid; NATO organization and establishment; and NATO defence review.

Format: Computer database and paper case files.

Program Record Number: DND PPB 145

Organization

Description: Information on departmental organization structure and Canadian Forces Organization Orders.

Topics: Organization policy and procedures; Canadian Forces Organization Orders; and unit identification codes.

Format: Computer database and paper case files.

Program Record Number: DND OMD 155

Policy Planning with External Agencies (Canadian and Foreign)

Description: Information on the integration of all external (international) operations conducted by government, and liaison with foreign agencies regarding UN operations.

Topics: Integration of government external operations; United Nations; policy; peacekeeping; and International Peace Academy.

Format: Computer database and paper case files.

Program Record Number: DND PPB 140

Strategic Assessment

Description: The Department of National Defence strategic assessment files dealing with the study of international political, economic, and military events and trends.

Topics: Defence Policy, NATO policy, Arms Proliferation policy, Peacekeeping policy, Asia Pacific policy, Military Training Assistance policy, Western hemisphere policy.

Format: Computer database and paper case files.

Program Record Number: DND PPB 135

Assistant Deputy Minister – Public Affairs

Exhibitions and Displays

Description: Information on Department and Canadian Forces participation in national and international exhibitions.

Topics: Air shows, mobile theatres, and Armed Forces Day celebrations.

Format: Computer database and paper case files.

Program Record Number: DND ISD 060

Information Services

Description: This class covers aspects of information and public affairs activities.

Topics: Policy; biographies; news releases; press clippings; radio and television; films; photographs; information programs; media visits; ceremonies and celebrations; Armed Forces Day; and national and international public relations activities; as well as administration and general files.

Format: Computer database and paper case files.

Program Record Number: DND ISD 065

Chief of the Air Staff and Commander of Air Command

Aircraft Accidents

Description: Correspondence relating to general policy concerning aircraft accidents, investigations, and summaries of accidents in the Canadian Forces and other countries, replies to requests by the public for information, and aircraft salvage and wreckage recovery. Files on each aircraft in the Canadian Forces inventory contain reports of accidents and incidents to that aircraft.

Topics: Aircraft accidents – general; returns and summaries; aircraft of other countries; investigations; Canadian Forces and Transport Canada coordination; and salvage and wreckage recovery.

Format: Computer database and paper case files.

Program Record Number: DND FSD 090

Aircraft Flight Safety

Description: Correspondence dealing with general policy, guidelines, bulletins, posters, publications, awards, operational hazards and foreign object damage associated with flight safety.

Topics: Statistics; industrial flight safety surveys; and bird hazards.

Format: Computer database and paper case files.

Program Record Number: DND FSD 095

Air Defence

Description: Information on air defence as it applies to North America.

Topics: Movement of aircraft; detection and tracking; and deployment of aircraft.

Format: Computer database and paper case files.

Program Record Number: DND ADO 230

Air Doctrine and Operations

Description: Information on various modes of employment of air vehicles in both the combat and support role.

Topics: Aerial, tactical and reconnaissance operations; flying rates; ejection; bail-out and parachuting procedures; and doctrine development.

Format: Computer database and paper case files.

Program Record Number: DND ADO 235

Air Regulations – Infractions

Description: Information on security identification zones, air regulations in general, and investigation of infractions.

Topics: Aircraft infraction reports, investigations, policies and procedures.

Format: Computer database and paper case files.

Program Record Number: DND ADO 240

Air Traffic Control

Description: Information on matters related to air traffic control, mainly on a day-to-day basis in a peacetime environment.

Topics: Control of airways; zones; and military flying areas.

Format: Computer database and paper case files.

Program Record Number: DND ADO 245

Air Training

Description: Information on air training in general.

Topics: Training flights; flying boats; parachuting; aircrew; packer rigger; weapons instructor; and meteorology, air operational, search and rescue.

Format: Computer database and paper case files.

Program Record Number: DND ADO 290

Air Weapons Safety

Description: Information on air weapons safety in general, as well as.

Topics: Statistics, policy and investigations of accidents and incidents.

Format: Computer database and paper case files.

Program Record Number: DND ADO 250

Flight Information

Description: Notices to airmen, danger and restricted areas, and annual air facility description.

Topics: International Civil Aeronautical.

Organization; publications; and aeronautical charts.

Format: Computer database and paper case files.

Program Record Number: DND ADO 255

Search and Rescue

Description: Information on virtually all aspects of search and rescue as it pertains to the Department of National Defence.

Topics: Aircraft; marine; missing persons; and mercy flights.

Format: Computer database and paper case files.

Program Record Number: DND ADO 275

Chief of the Land Staff

Command and Control Systems – Land

Description: Information on development and user input to command and control system, development of operational concepts and organization for the land forces, and combat development in Canada.

Topics: Command briefing, productions, facilities, intelligence, studies, and publications, plans, and analyses.

Format: Computer database and paper case files.

Program Record Number: DND LDO 205

Instructional Material

Description: Instructional pamphlets, books, manuals, etc. resulting from the development of land doctrine.

Topics: Publications.

Format: Computer database and paper case files.

Program Record Number: DND LDO 210

Land Environment

Description: Information on the British Army Training Conference (training in Canada) and British exercises in Canada.

Topics: Regulations and policies pertaining to UK forces in Canada.

Format: Computer database and paper case files.

Program Record Number: DND LDO 215

Land Mines

Description: Information on land mines and land mine warfare in the Canadian Forces and allied armies.

Topics: Anti-tank mines; anti-personnel mines; off-route mines; scatterable mine systems; mine countermeasures; mine dispensing equipment; and mine detection.

Format: Computer database and paper case files.

Program Record Number: DND MEO 315

Organization (Army)

Description: Information on development of force structure and unit establishments.

Topics: Units and formations.

Format: Computer database and paper case files.

Program Record Number: DND LDO 200

Chief of the Maritime Staff

Auxiliary Fleet Administration

Description: Correspondence on the administration of the auxiliary fleet.

Topics: General administration; docking and undocking reports; finance and accounting; replacement program; equipment; and personnel.

Format: Computer database and paper case files.

Program Record Number: DND MDO 170

Command and Control – Sea

Description: Correspondence on the various maritime systems, generically called command and control systems, which are concerned with the collection, evaluation, display, and dissemination of tactical information to permit effective command of a force at sea.

Topics: Command briefing, productions, facilities, intelligence, studies, and publications, plans, and analyses.

Format: Computer database and paper case files.

Program Record Number: DND MDO 180

Maritime Collisions

Description: Correspondence and reports on collisions at sea.

Topics: Groundings; berthing incidents; and mishaps.

Format: Files arranged by subject.

Program Record Number: DND MDO 175

Maritime Defence

Description: Correspondence on maritime defence.

Topics: Defence of ships; utilization of government-owned vessels during emergency or war; torpedo counter-measures; maritime forces deployment; maritime defence in the Arctic; security of Canadian ports, internal waters, and shipping.

Format: Computer database and paper case files.

Program Record Number: DND MDO 185

Maritime Operations

Description: Correspondence on maritime operations.

Topics: Employment of maritime forces; ships' movement reporting system; naval gunfire support; operational readiness; and International Commission on North Atlantic Fisheries – fisheries patrols.

Format: Computer database and paper case files.

Program Record Number: DND MDO 190

Maritime Operations – Contingency

Description: Correspondence on maritime contingency operations.

Topics: Civil direction of shipping; naval control of shipping; naval officer-in-charge organization; and fisheries emergency control organization.

Format: Computer database and paper case files.

Program Record Number: DND MDO 195

Warfare – Anti-Submarine

Description: Information on systems and techniques employed in anti-submarine warfare.

Topics: Detection systems; and sound surveillance.

Format: Computer database and paper case files.

Program Record Number: DND ADO 280

Chief Military Personnel

Amenities – Canadian Forces

Description: Information on the Canadian Forces amenity programs.

Topics: Policy; books, magazines, and newspapers; entertainment films; live shows; radio and television; spirits, wine and beer; and tobacco and cigarettes.

Format: Computer database and paper case files.

Program Record Number: DND PSB 390

Appointments

Description: Information dealing with military appointments.

Topics: Senior appointments; aides-de-camp; commanders; colonel commandants; colonel of the regiment; and honorary.

Format: Files arranged by rank, year and appointment.

Program Record Number: DND DOC 430

Appointments – Colonel Commandant

Description: Information on the appointment and activities of colonel commandants for branches of the Canadian Forces.

Topics: Appointment of senior military officers.

Format: Files arranged by rank, year and appointment.

Program Record Number: DND LDO 220

Appointments – Colonel of the Regiment

Description: Information on the appointment and activities of colonels of the regiment of the Canadian Forces regiments.

Topics: Appointment of senior military officers.

Format: Files arranged by rank, year and appointment.

Program Record Number: DND LDO 225

Badges and Insignia

Description: Information dealing with the badges and insignia of the Canadian Forces.

Topics: Badges and insignia for Canadian Forces; commands; units; branches; ranks; and qualification.

Format: Computer database and paper case files.

Program Record Number: DND DOC 410

Bands

Description: Information dealing with bands of the Canadian Forces.

Topics: Policy; music and songs; regimental marches and calls; organization; and participation in ceremonies.

Format: Computer database and paper case files.

Program Record Number: DND DOC 435

Battle Honours

Description: Information dealing with battle honours.

Topics: Battle honours presented to military units.

Format: Computer database and paper case files.

Program Record Number: DND DOC 415

Canadian Forces Exchange System (CANEX)

Description: Information on the Canadian Forces Exchange System.

Topics: Organization and management; accounting and finance; communications; facilities; merchandising; operations; personnel; and public support.

Format: Computer database and paper case files.

Program Record Number: DND PSB 385

Canadian Forces Personnel Newsletter

Description: Information on the production, distribution, and subjects in the newsletter.

Topics: Dissemination of information on Canadian Forces personnel matters; letters to the editors; and production and distribution.

Format: Computer database and paper case files.

Program Record Number: DND PCA 615

Canadian Forces Physical Education and Recreation

Description: Information on the Canadian Forces physical education and recreation programs.

Topics: Policy; physical education and recreation – sports; and sports competitions and championships – national and international.

Format: Computer database and paper case files.

Program Record Number: DND PSB 395

Canadian Human Rights Act

Description: Policy, guideline, and correspondence files on the relationship between the Canadian Human Rights Act and present and former military personnel or civilian employees of the Department of National Defence.

Topics: Records management system pertaining to working documents for complaints made under the CHRA.

Format: Files arranged by subject.

Program Record Number: DND PCA 605

Careers

Description: Information dealing with career matters of Canadian Forces personnel.

Topics: Careers, officers; career development program, other ranks; and careers, men.

Format: Computer database and paper case files.

Program Record Number: DND CSA 520

Ceremonies, Celebrations

Description: Information dealing with participation, by the Department of National Defence, in ceremonies and celebrations.

Topics: Ceremonies and celebrations; centennials; and observance of special days.

Format: Computer database and paper case files.

Program Record Number: DND DOC 420

Chaplain Services – Protestant

Description: Information on chapel and religious activities conducted for, or on behalf of, Canadian Forces personnel and their dependants.

Topics: Protestant denominations; religious administrations; moral and religious training; chapel offerings; stewardship; and Sunday school mission project.

Format: Computer database and paper case files.

Program Record Number: DND CGP 470

Chaplain Services – Roman Catholic

Description: Information on church and religious activities conducted for, or on behalf of, Canadian Forces personnel and their dependants.

Topics: Chancery activities, religious services, religious training, parish organization and administration, pastoral activities, liturgy, religious education, vocations, moral issues, schools, chapels, ecclesiastical equipment, pilgrimages, ecclesiastical terms of reference command, base and officiating chaplains, ecclesiastical monthly reports, and ecumenism.

Format: Computer database and paper case files.

Program Record Number: DND CRC 485

Chaplain Training – Protestant

Description: Information on training conducted to increase the effectiveness of chaplains and lay leaders in their ministry to Canadian Forces personnel and their dependants.

Topics: Advanced chaplain courses; refresher courses; professional training including lay leadership and post-graduate studies; reserve chaplain courses; and junior and middle management courses.

Format: Computer database and paper case files.

Program Record Number: DND CGP 475

Chaplain Training – Roman Catholic

Description: Information on the training of chaplains and seminarians to perform religious activities on behalf of Canadian Forces personnel and their dependants.

Topics: Military training; indoctrination courses; special courses; orientation courses; and reserve officer training.

Format: Computer database and paper case files.

Program Record Number: DND CRC 480

Colours, Flags

Description: Information dealing with colours and flags.

Topics: Flags; pennants; colours; devices; and accessories.

Format: Computer database and paper case files.

Program Record Number: DND DOC 425

Dental Treatment Services

Description: Information on policy and statistics, and general information on provision of dental care in the Canadian Forces dental services.

Topics: General policies; entitlement to dental treatment of military and civilian personnel; dental care delivery system; reports and returns; statistical analysis of treatment programs; research and development; and dental treatment accounts and costing.

Format: Computer database and paper case files.

Program Record Number: DND DSD 505

Documentation and Records

Description: Information on the requirement for documentation and records for Canadian Forces personnel.

Topics: Records of service; documents; trade qualification records; statement of ordinary residence; release documentation; certificates; personal documents required for records and pension purposes; and unit employment records.

Format: Computer database and paper case files.

Program Record Number: DND PCA 630

Documentation and Records – Medical

Description: Information dealing with medical documentation and records, and their release.

Topics: Medical and dental records.

Format: Computer database and paper case files.

Program Record Number: DND SGB 490

Dress Instructions

Description: Information on dress regulations and clothing requirements in the Canadian Forces.

Topics: Ceremonial; environmental; women personnel; design; officers; other ranks; and special purpose.

Format: Computer database and paper case files.

Program Record Number: DND DOC 440

Education of Children of Members of the Canadian Forces

Description: Information on the provision of education and facilities at the elementary and secondary levels within Canada and abroad.

Topics: Overseas (schools); teachers' recruitment and nomination (overseas schools); financial; reports and statistics; non-resident school fees (Canada); and teachers' salaries (in Canada).

Format: Computer database and paper case files.

Program Record Number: DND DEP 465

Employment

Description: Information on the employment of personnel in the Canadian Forces.

Topics: Military employment of personnel resources; and military reserves employment

Format: Computer database and paper case files.

Program Record Number: DND MUD 565

Engagement and Re-engagement

Description: Information dealing with engagement and re-engagement of Canadian Forces personnel.

Topics: Policy; extension of service; vested rights; and liability to serve.

Format: Computer database and paper case files.

Program Record Number: DND CSA 525

Enrolment and Recruiting

Description: Information dealing with enrolment and recruiting within the Canadian Forces.

Topics: Recruiting advertising; enrolment enquiries for Canadians, aliens, and officer applicants, and for regular officer training plan; enrolment applications for officer candidate training plan and for females.

Format: Computer database and paper case files.

Program Record Number: DND RET 375

Exchanges, Loans and Secondments

Description: Information on the administration of personnel exchanges, loans, and secondments.

Topics: United Nations; Commonwealth nations; allied nations; and other government departments.

Format: Computer database and paper case files.

Program Record Number: DND MUD 570

Financial Benefits – Pay and Allowances

Description: Information on policies and programs for military compensation, allowances, and personnel benefits, as related to comparable benefits available to the Public Service.

Topics: Pension deductions; contributions and deferred pay; pay allotments and remittances; fines; forfeitures and deductions; transportation and travelling expenses; and miscellaneous entitlements and grants.

Format: Computer database and paper case files.

Program Record Number: DND CBD 460

Historical Matters

Description: Specific official and unit histories, access to documents, bilingualism, instructions to historians, printing and distribution, information on annual historical reports and diaries, and the production of official histories.

Topics: Land environment; air environment; and sea environment.

Format: Computer database and paper case files.

Program Record Number: DND DMH 070

Honours and Awards

Description: Information on honours and awards.

Topics: Honours; awards; citations; commendations; medals; and decorations.

Format: Computer database and paper case files.

Program Record Number: DND DOC 445

Industrial Relations and Compensation

Description: Information on military compensation and benefits in relation to comparable benefits available outside the military.

Topics: Compensation and benefits.

Format: Computer database and paper case files.

Program Record Number: DND CBD 455

Language Training

Description: Information on language training in the Department.

Topics: Language training.

Program Record Number: DND OLD 640

Manpower

Description: Information on manpower programming.

Topics: Strength and attrition forecasts – officer training plans; men; enrolment program; financial

control program; computer support manning programs; ceilings; manpower requirements (civilian and military); and manning priorities.

Format: Computer database and paper case files.

Program Record Number: DND MUD 575

Manpower Standards

Description: Policy guidance, procedures, and correspondence files dealing with manpower standards and establishment criteria.

Topics: Manpower standards and establishment criteria.

Format: Computer database and paper case files.

Program Record Number: DND OMD 165

Medical Services

Description: Files contain more detailed expansion of the policy, guidelines and procedures as outlined in medical orders, plus correspondence on medical care and treatment.

Topics: Medical plans and services; anatomy and physiology; medical care and attendance; bacteriology; blood and blood derivatives; cardiology; diseases and conditions; diseases and conditions – tuberculosis, venereal diseases; employment of civilian doctors and nurses; examinations and standards; hearing; human resources and military psychology; hygiene and sanitation; hygiene and sanitation – industrial, pest control; laboratory services; medicine; medicine – aviation, nuclear, bacteriological and chemical warfare, submarine, climatic, diving; nutrition; psychiatry; medical publications; radiation selection and protection; radiology; reports, returns and statistics; research; surgery; and vision.

Format: Computer database and paper case files.

Program Record Number: DND SGB 495

Medical, Dental and Veterinary Equipment and Supplies

Description: Information on the cataloguing, purchasing, storage, disposal, and quality control of medical, dental, and veterinary equipment and supplies.

Topics: Medical, dental and veterinary equipment and supplies; drugs, biologicals, and official reagents; medicated cosmetics and toiletries; surgical dressing materials; medical and surgical instruments and supplies; dental instruments, equipment, and supplies; X-ray equipment and supplies – medical, dental, and veterinary; hospital furniture, equipment, utensils, and supplies; hospital and surgical clothing and textile special-purpose items; optician's instruments, equipment, and supplies; medical sets, kits, and outfits; instruments and laboratory equipment.

Format: Computer database and paper case files.

Program Record Number: DND SGB 500

Military History Document Collections

Description: Information on almost all activities of the Canadian Forces from the early twentieth century to recent times. Beginning dates vary from the turn of the century to the Second World War.

Topics: Military historical documentation.

Access: Subject and accession number, source, author, or title.

Format: Computer database and paper case files.

Program Record Number: DND DMH 075

Non-Commissioned Members

Description: Information on ranks and rank structure of the Canadian Forces.

Topics: Ranks, general; ranks, qualifying examinations; and rank structure.

Format: Computer database and paper case files.

Program Record Number: DND CSA 535

Non-Public Funds – Canadian Forces

Description: Information on Canadian Forces non-public funds.

Topics: Canadian Forces central funds; benevolent, welfare, trust and assistance funds; and public support to non-public funds.

Format: Computer database and paper case files.

Program Record Number: DND PSB 400

Officer Classification Structure

Description: Information on the officer classification structure.

Topics: Environment (land, sea, and air); revenues; and classification specifications. **Access:** Military occupation code (MOC) numbers.

Format: Computer database and paper case files.

Program Record Number: DND MUD 560

Officer Development

Description: Information on officer development, education, training, and commissioning requirements.

Topics: Officer professional development program; the granting of degrees; post commissioning – general; entry and initial training; staff courses – general; and staff college training requirements.

Format: Computer database and paper case files.

Program Record Number: DND PDB 365

Officer Production

Description: Information on the policies and procedures for the production of officers.

Topics: Regular officer training plan; officer candidate training plan; and the admission of women to military colleges.

Format: Computer database and paper case files.

Program Record Number: DND PDB 350

Official Languages

Description: Information on the administration of the Department's official language plans.

Topics: Official languages; civilian requirements; military requirements; and departmental official language plan.

Format: Computer database and paper case files.

Program Record Number: DND OLD 635

Personnel Dental Records

Description: Dental fitness and treatment records.

Topics: Assessment of dental fitness; condition on enrolment; record of dental conditions and past dental treatment; brief medical questionnaire.

Access: Files arranged by name, rank and social insurance number.

Format: Computer database and paper case files.

Program Record Number: DND DSD 510

Personnel Insurance

Description: Information on policies and procedures for hospital and medical benefits to dependants of military personnel.

Topics: Hospital and medical; medicare; service income security insurance plan; etc.

Format: Computer database and paper case files.

Program Record Number: DND CBD 450

Personnel Management Information Systems

Description: Information on the personnel management information systems.

Topics: Policy; automated system design, development, evaluation, and modifications; sub-systems; system input; data elements and codes, military occupation and speciality qualifications; system output; quality control; personnel management and personnel-related information systems; training management information system; and long-term personnel information project.

Format: Computer database and paper case files.

Program Record Number: DND PCA 625

Personnel Selection

Description: Information on personnel selection policies and standards.

Topics: Personnel selection policies and standards; research and development of standards for selection of personnel; second career assistance network; attitude surveys; leadership assessments; non-commissioned officer selection; and commissioning plans selection standards.

Format: Computer database and paper case files.

Program Record Number: DND PDB 355

Personnel Studies

Description: Studies on personnel development research.

Topics: Various departmental studies on personnel (civilian and military) such as premature release, aircrew – future requirement (1976), and others.

Format: Computer database and paper case files.

Program Record Number: DND PDB 360

Position Classification

Description: Files on job descriptions.

Topics: Rationales on job evaluation, on-site review reports, grievance reports, and job ratings.

Format: Computer database and paper case files.

Program Record Number: DND CLD 595

Postings

Description: Information on postings and transfers of Canadian Forces personnel.

Topics: Policy; postings, officers; postings, other ranks; posting orders and instructions; and postings, temporary duty to courses.

Format: Computer database and paper case files.

Program Record Number: DND CSA 515

Promotions

Description: Information on promotions of Canadian Forces personnel.

Topics: Promotions, officers; and promotions, other ranks.

Format: Computer database and paper case files.

Program Record Number: DND CSA 530

Qualifications

Description: Information on the qualifications of officers and other ranks.

Topics: Qualifications; requirements; officers and other ranks.

Access: Military occupation code (MOC) numbers.

Format: Computer database and paper case files.

Program Record Number: DND MUD 580

Releases

Description: Information on releases of Canadian Forces personnel.

Topics: Policy; officers; and other ranks.

Format: Computer database and paper case files.

Program Record Number: DND CSA 540

Remustering of Tradesmen

Description: Information on the remustering of Canadian Forces personnel.

Topics: Policy, pertaining to remuster.

Format: Computer database and paper case files.

Program Record Number: DND CSA 545

Retirement

Description: Information on retirement of Canadian Forces personnel.

Topics: Policy; premature retirement; and compulsory retirement.

Format: Computer database and paper case files.

Program Record Number: DND CSA 550

Service Personnel – Occupational Analysis

Description: Information on miscellaneous aspects of service personnel activities.

Topics: Officers; and other ranks.

Access: Military occupation code (MOC) numbers.

Format: Computer database and paper case files.

Program Record Number: DND MUD 555

Trade Evaluation and Structure

Description: Information on trade evaluation structure and specifications.

Topics: Policy on Trade.

Access: Files arranged by military occupation code (MOC) numbers.

Format: Computer database and paper case files.

Program Record Number: DND MUD 585

Training and Employment

Description: Files dealing with the training and employment of communications personnel in the Canadian Forces.

Topics: Communications training, including security; electronic warfare; communications officer training and employment; and employment of communications personnel.

Format: Computer database and paper case files.

Program Record Number: DND MCE 330

Training – General

Description: Information on policy guidelines for coordinating training development activities in the Canadian Forces.

Topics: Basic training; courses in-service; courses out-service; management training; post-graduate training; and training technology.

Format: Computer database and paper case files.

Program Record Number: DND RET 370

Welfare

Description: Information dealing with the Canadian Forces Welfare Program and Services.

Topics: Financial counselling, and social work services.

Format: Computer database and paper case files.

Program Record Number: DND PSB 405

Chief Review Services Branch

Auditing

Description: Correspondence on departmental auditing programs.

Topics: Limited dividend housing; progress reports; special investigations; functional audit

program; professional practices; and systems development reviews.

Format: Computer database and paper case files.

Program Record Number: DND FSB 770

Deputy Chief of the Defence Staff

Canadian Forces Commitments to the United Nations

Description: Canadian Forces commitments to United Nations operations and plans.

Topics: United Nations Truce Supervisory Organization; United Nations Forces in Cyprus; and United Nations Disengagement Observer Force.

Format: Computer database and paper case files.

Program Record Number: DND MPO 305

Communications and Electronics

Description: Information dealing with communications and electronics in the Canadian Forces.

Topics: Air traffic control systems; air transportable system; automated data processing (ADP) system; electronic warfare; fixed communications; frequencies; fleet communications; navigation aids; and radar.

Format: Computer database and paper case files.

Program Record Number: DND MCE 325

Communications Equipment

Description: Correspondence and directives dealing with the procurement and distribution of certain electronics equipment.

Topics: Communications security equipment and components; and electronic warfare equipment.

Format: Computer database and paper case files.

Program Record Number: DND MCE 335

Domestic Operational Plans

Description: Current national plans dealing with domestic emergencies of military or civil nature.

Topics: Aid to other federal departments; aid to civil powers, armed assistance, etc; domestic emergency plans; emergency planning; and mobilization planning.

Format: Computer database and paper case files.

Program Record Number: DND MPO 300

Mapping and Charting

Description: Information on mapping and charting at the Department of National Defence.

Topics: Requirements; formal agreements; operational developments; and requests and issues.

Format: Computer database and paper case files.

Program Record Number: DND MEO 310

Meteorology

Description: Information on all aspects of meteorology in the Canadian Forces, mainly from an organizational and administrative point of view.

Topics: Communications; publications; secondment of personnel; forecasting; and observing.

Format: Computer database and paper case files.

Program Record Number: DND ADO 260

Military Engineering Training

Description: Information on military engineering training in the Canadian Forces.

Topics: General; officers; civilians; field engineers; structures; mechanical; and fire prevention.

Format: Computer database and paper case files.

Program Record Number: DND MEO 320

Nuclear Weapons

Description: Information on policy and various administrative procedures and understandings that pertain to the control of nuclear weapons.

Topics: Administration; accidents and incidents; field activities; safety; storage; and supplementary arrangements.

Format: Computer database and paper case files.

Program Record Number: DND ADO 265

Nuclear, Biological and Chemical Defence

Description: Information on the Canadian Forces defence to nuclear, biological, and chemical threats as it relates to training and equipping the Canadian Forces.

Topics: Equipment; and nuclear, biological and chemical training.

Format: Computer database and paper case files.

Program Record Number: DND MPO 295

Operational Equipment Requirements – Air

Description: Information on various air-related equipment requirements including air vehicles, ground support equipment, and some ground installations.

Topics: Tactical requirement; ground support; and training requirement.

Format: Computer database and paper case files.

Program Record Number: DND ADO 285

Operational Research and Analysis

Description: Correspondence files on the preparation of programs, war game rules and techniques, concepts of operation, and strategic studies.

Topics: Operational research – land, maritime, air; and research analysis of logistics, manpower, mathematics, and statistics (social, economic, and strategic).

Format: Computer database and paper case files.

Program Record Number: DND ORA 150

Overflights

Description: Information on overflights of Canada by aircraft of various nations under various circumstances; also overflights of other countries.

Topics: Policies pertaining to overflights.

Format: Computer database and paper case files.

Program Record Number: DND ADO 270

Office of the Judge Advocate General**Discipline – Courts Martial**

Description: Information on the administration of Department of National Defence Courts Martial.

Topics: Policy and administration of court martials.

Format: Computer database and paper case files.

Program Record Number: DND JAG 035

Legal Matters

Description: Information on settlements pertaining to legal matters.

Topics: General; lease termination liability; citizenship; Department of National Defence personnel testifying as witnesses; military courts; civil courts; Broadcast Musical Industries Canada Ltd. performing right fees; liability for loss and damage; non-military use of Canadian Forces trade marks, designs, titles, names, uniforms; application for incorporation; employment of civilian counsel – drivers of Department vehicles outside Canada; attendance at judicial proceedings; affidavits and statutory declarations; federal role in law enforcement in Canada; research projects, law, Judge Advocate General; and legal opinions, Judge Advocate General.

Format: Computer database and paper case files.

Program Record Number: DND JAG 015

Municipal Taxes and Charges

Description: Information on the administration of Department of National Defence municipal taxes and charges.

Topics: General correspondence on municipal taxes and charges.

Format: Computer database and paper case files.

Program Record Number: DND JAG 040

Politics

Description: Information on elections in relation to Canadian Forces electors, public service electors, and dependent electors.

Topics: General correspondence on electoral processes.

Format: Computer database and paper case files.

Program Record Number: DND JAG 025

Treaties, Pacts and Agreements

Description: Information on the administration, by the Department of National Defence, of treaties, pacts and agreements.

Topics: Treaties, pacts, agreements.

Format: Computer database and paper case files.

Program Record Number: DND JAG 030

Vice Chief of the Defence Staff

Accidents – Explosives

Description: Information on accidents and explosive hazards at the Department of National Defence.

Topics: Accidents – explosives safety; shipboard magazines – explosive hazards; and accident reports.

Format: Computer database and paper case files.

Program Record Number: DND WEE 695

Accident Prevention and Safety

Description: Information dealing with the administration of the Department's general safety program.

Topics: Standards and precautions; and occupational health and safety.

Format: Computer database and paper case files.

Program Record Number: DND GSD 100

Accident Prevention Training

Description: Information on the administration of the Department's general safety training program.

Topics: Supervisor's safety; safety management; and management and occupational health training courses for military and Department civilian personnel.

Format: Computer database and paper case files.

Program Record Number: DND GSD 110

Base Planning

Description: Information on base planning and development.

Topics: Base closures; base consolidations; and base openings.

Format: Computer database and paper case files.

Program Record Number: DND IPC 115

Cadets

Description: Information on the administration, organization, and establishment of cadet corps and schools, cadet training courses, and cadet exchanges.

Topics: Cadets; and Cadets – Air, Army, Sea.

Format: Computer database and paper case files.

Program Record Number: DND RCD 340

Intelligence

Description: Information dealing with intelligence information for the use of the Department.

Topics: Intelligence requirements; briefing; production; facilities; studies; and publications, plans, and analyses.

Format: Computer database and paper case files.

Program Record Number: DND MIS 080

Reserves

Description: Information on the administration, training, doctrine for employment, operation, structure and development, and equipment acquisition for the Reserves.

Topics: Reserves general administration; policy; and equipment policy for the Reserves.

Format: Computer database and paper case files.

Program Record Number: DND RCD 345

Request for Use of National Defence Facilities

Description: Information on the civil use of Department of National Defence aerodromes.

Topics: Requests; authorization; and coordination.

Format: Computer database and paper case files.

Program Record Number: DND IPC 120

Safety Standards

Description: Information on general safety standards and precautions.

Topics: Policy and procedures, safety reports and complaints.

Format: Computer database and paper case files.

Program Record Number: DND GSD 105

Security

Description: Information on security, education, and information within the Canadian Forces.

Topics: Security in an emergency; internal security operations; security education (policy, bulletins, posters); briefings (by country); security information systems (research and development); physical safeguards; release of information (by country); technical security inspections; security of installations (bases/units); security of personnel training; and counter-intelligence.

Format: Computer database and paper case files.

Program Record Number: DND MIS 085

Particular Personal Information Banks

Boards of Inquiry/Summary Investigations

Description: The bank contains a record of: the terms of reference of such inquiries, and the evidence, findings and recommendations of Boards of Inquiry or of the investigating officer. Records are accessible by providing: Military Occupation

Code, name, rank, service number, location and type and year of incident.

Class of Individuals: This bank applies to members of the CF.

Purpose: The purpose of this bank is to record investigations convened or ordered by authorities appointed by Regulations and Orders. Investigations may be convened or ordered to investigate: administration or functions of the CF, or any command, formation, base or other unit or element thereof, any matter connected with the government, discipline, or of any matter affecting any member of the CF. The content of the bank is used to establish cause and liability/responsibility and as a basis upon which appropriate remedial action may be taken.

Consistent Uses: Summary Investigations or Boards of Inquiry into injuries or death may be accessed for purposes of making applications for disability pension under the Pension Act. Investigations into death of a CF member may be released to a legally designated family member who is in charge of the estate of the deceased member.

Retention and Disposal Standards: The files are retained for three calendar years. If the file contains an injury investigation then the file is held until the member is released from the CF and then transferred to National Archives of Canada or if the file contains a death investigation the file is held until all necessary administrative action has been completed and the file is then transferred to National Archives of Canada.

RDA Number: 98/005

Related PR#: DND PCA 630

TBS Registration: 000201

Bank Number: DND PPU 832

Canadian Human Rights Act – Discrimination – Civilian

Description: This bank contains individual complaints and inquiries lodged under the provisions of the Canadian Human Rights Act (CHRA) – Part III. Records in this bank contain: details of complaints including the results of both departmental and Canadian Human Rights Commission investigations, related documents and correspondence, case analyses, and conciliation reports, terms of settlement and other information relating to the various stages of the complaints process, including tribunal and judicial processes. Records are accessible by providing: names of complainant and respondent, case file number or other information identifying the specific record, including the unit location where the case was

administered, the approximate date the case was administered.

Class of Individuals: This bank applies to: members of the CF, civilian employees of DND and the general public.

Purpose: The purpose of this bank is to: record information necessary for dealing with complaints and inquiries lodged under the CHRA; to determine the appropriate action required to address and resolve a complaint or inquiry; support any subsequent disciplinary and/or administrative action taken in response to a complaint or inquiry.

Consistent Uses: Where disciplinary action results from an investigation, information may be transferred to the Discipline Bank for DND civilian employees. The information in this bank may be used relatively to a grievance, harassment complaint, complaint to the Public Service Commission of Canada or any other form of complaint, inquiry or legal proceeding dealing with the same issues. The information may be used in the compilation of statistical data.

Retention and Disposal Standards: Records are retained for five years after the last administrative action archived for three additional years and then destroyed with the consent of the National Archivist.

RDA Number: 98/005

Related PR#: DND PCA 605

TBS Registration: 005345

Bank Number: DND PPU 036

Canadian Human Rights Act – Discrimination – Military

Description: This bank contains individual complaints and inquiries lodged under the provisions of the Canadian Human Rights Act – Part III. Records in this bank contain: details of complaints including the results of both departmental and Canadian Human Rights Commission investigations, case analyses, and conciliation reports and judicial processes. Records are accessible by providing: full name, the documented reasons for the complaint, and year of complaint.

Class of Individuals: This bank applies to: members of the CF, civilian employees of DND, and the general public.

Purpose: The purpose of this bank is to: compile statistical data, process complaints to determine liability.

Consistent Uses: Where applicable, the information may be used in the review and amendment of departmental policies and practices.

Retention and Disposal Standards: Records are retained indefinitely.

RDA Number: 98/005

Related PR#: DND PCA 605

TBS Registration: 000168

Bank Number: DND PPU 035

Communications Security Establishment Foreign Intelligence Files

Description: This bank contains personal information relating to sensitive aspects of Canada's international relations, security and defence.

Note: Exemption This bank is designated by the Governor-in-Council as an exempt bank pursuant to section 18(1) and based on section 21 of the Privacy Act.

Class of Individuals: This bank applies to the general public.

Purpose: The purpose of this bank is to advise the government regarding international affairs, security and defence.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards: Information in this bank is held indefinitely. This bank cannot be accessed.

RDA Number: Under development.

Related PR#: DND MIS 080

TBS Registration: 002052

Bank Number: DND PPU 040

Complaints Against Military Police Members

Description: This computerized data bank contains data pertaining to Professional Standards investigations – personal and professional information on individuals who have been involved in complaints against or by the Military Police or its members. This data base includes information regarding the incident (actual complaint details), the identity of the involved persons (complainant, Military Police members, and all others – civilian and military), the allegations made, investigator/case files notes, milestone dates, follow up information, unit responses and re-open information. The data bank information is cross referenced to hard copy DPM Case Files of the same number assigned on the Security and Military Police Case Information System (SAMPIS). Hard copy Case Files include all information, documentation and/or material associated with the file. Records are accessible by providing: date of birth, date and location of complaint, full name and initials, full civic address, and service number or civilian (PRI) number.

Class of Individuals: This bank applies to: members of the CF, civilian employees of DND, and the general public.

Purpose: The purpose of this bank is to document public complaints made against or by members of the Military Police.

Consistent Uses: The Deputy Provost Marshal Professional Standards and the Military Police Complaints Commission may use the information respectively to investigate complaints against the Military Police or its members. Information in this bank is also used for research, planning, evaluation, press releases, and statistical purposes.

Retention and Disposal Standards: Information in this bank is retained for a minimum of 5 years, after its last administrative use. If the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada. If the record has not been designated as having archival or historical value, then the record shall be destroyed.

RDA Number: 2000/014

Related PR#: DND MIS 085

TBS Registration: 004176

Bank Number: DND PPU 070

Department of National Defence and Veterans Affairs Canada Centre for the Support of Injured and Retired Members and Their Families

Description: This information bank, situated within National Defence Headquarters in Ottawa, contains records of information about clients and services provided to them. Clients are members and former members of the Canadian Forces and their families who have contacted the Centre for assistance. The Centre is operated by the Department of National Defence, but also includes staff from Veterans Affairs Canada. Personal information is obtained directly from clients and from other government and private sector sources at the clients' request. Records may be received and retained on paper or other electronic media. The information is used to coordinate assistance to clients by answering their questions, referring them to other agencies, and in some cases providing services funded by the Centre. In some instances the Centre initiates contact with potential clients based on information collected in the Canadian Forces Casualty Data Base, which is also operated by the Centre. Records are accessible by providing: full name, rank/title, and service number.

Class of Individuals: Members and former members of the Canadian Forces and their

families.

Purpose: Information in the bank is used by staff to identify programs and services to which clients may be referred for assistance, and for case management and documentation of assistance provided. In providing assistance, personal information is disclosed to other components of the Department of National Defence, Veterans Affairs Canada and other government and private sector agencies only with the client's knowledge and consent.

Consistent Uses: Information of an anecdotal nature, that does not identify individual clients, may be shared with senior management of the Department of National Defence or Veterans Affairs Canada for the purpose of problem identification and program evaluation. Information may be shared with private sector organisations in a manner that does not identify individual clients, to assist in the development and operation of their programs and services for members and former members of the Canadian Forces. No other use is made of personal information unless authorized pursuant to the Privacy Act.

Retention and Disposal Standards: Files are destroyed five years after their last administrative use by the Centre.

RDA Number: 98/005.

Related PR#: DND SGB 490 and DND DND PCA 630

TBS Registration: 005370

Bank Number: DND PPU 824

Dependant Education Allowances

Description: This bank consists of one database containing information concerning education and related care benefits for the dependants of DND personnel serving inside/outside Canada. This information may include the: authorized benefits, name(s) and date(s) of birth of dependants, pertinent school years of benefit, posting location, and service number and name of DND personnel/CF members. Records are accessible by providing: name, and service number. Dependant education benefits records are identified by: date(s) of birth, dependants name(s), name, and service number of the DND member.

Class of Individuals: This bank applies to: members of the CF, civilians employed by DND outside Canada, and teachers on loan of service from municipal school boards in Canada who are recipients of benefits.

Purpose: The purpose of this bank is to track requests for and approval of education and related care benefits for the dependants of DND personnel

serving inside/outside Canada.

Consistent Uses: There are no consistent uses.

Retention and Disposal Standards: Records are retained for 10 years and then destroyed.

RDA Number: 98/005

Related PR#: DND DEP 465

TBS Registration: 003267

Bank Number: DND PPU 876

Designation of Additional Dependants

Remuneration Supplement Claims and

Hospital/Medical Claims Outside of Canada

Description: This bank contains information on personal characteristics of the person for whom application is being made. Dependant records are identified by: the dependant's name, date of birth, name of serving member, relationship to the serving member, and the serving member's full name, service number, rank and Military Occupation Code.

Class of Individuals: This bank applies to: members of the CF, and dependants of members.

Purpose: The purpose of this bank is to maintain a record of designation of additional CF dependants outside of Canada for hospital and medical coverage.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards: Records are destroyed after two calendar years.

RDA Number: 98/005

Related PR#: DND CBD 450

TBS Registration: 000178

Bank Number: DND PPU 809

Enrolment Bank – Applicants

Description: This bank contains all enrolment applications and documentation; and may contain photocopies of personal documents, including: citizenship certificates, birth certificates, educational transcripts, curriculum vitae, and records of decisions of acceptance or rejection. Records are accessible by providing: full name, identification number – either applicant number or service number (if unknown, home address at time of application and date of birth are required), the geographical location of the Recruiting Centre, and the year of the application.

Class of Individuals: This bank applies to applicants for enrolment in the CF.

Purpose: The purpose of this bank is to maintain records, for administrative and statistical purposes, of persons applying for service careers.

Consistent Uses: The information in this bank is used to determine applicants' suitability for enrolment in the Canadian Forces, to determine

whether or not suitable applicants will be offered enrolment, to establish terms of service that will be offered on enrolment to selected applicants and to formulate enrolment offers for selected applicants. Documents intended solely to determine suitability and aid in selection are not used for any other purpose. Basic identifying documents, documents related to entitlement to benefits after enrolment and those related to terms of service become part of the permanent personnel file following enrolment. Statistical data based on this bank does not include the identity of individual applicants.

Retention and Disposal Standards: Crew results, test results and CREW survey statistics are provided to data bank DND PPE 815 and documentation relating to successful applicants is transferred to the appropriate Particular Employee (PE) bank on enrolment. Unsuccessful applicants records relating to unsuccessful applicants are destroyed after three calendar years.

RDA Number: 98/005

Related PR#: DND RET 375

TBS Registration: 000166

Bank Number: DND PPU 025

Harassment

Description: This bank may contains information related to harassment complaints, to the resolution of harassment issues including mediation and investigations. The records include the letters of complaint regarding allegations of harassment and responses; records of interviews both with complainants and respondents; records of interviews with witnesses to incidents; reports of investigations and analyses of events and findings, and records of decisions taken about particular incidents or harassment complaints. When mediation is used, profiles and evaluations of the mediators, mediation and settlement agreements, and notes and opinions of the mediators may be included in the file. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank. Records are accessible by providing the names of the complainant and respondent, case file number, or other information identifying the specific record, including the unit and location where the case was administered, the approximate date the case was administered, etc.

Class of Individuals: This bank applies to: CF members, employees of DND and other persons who work in the DND/CF workplace.

Purpose: The purpose of this bank is to: record information necessary for dealing with complaints

of harassment at the workplace; make decisions in specific instances on whether or not harassment is occurring, and when this is the case, to determine the appropriate action, including disciplinary actions, to be taken to address and resolve a harassment situation; support any subsequent administrative and/or disciplinary action taken with respect to the situation and the members, employees and other persons involved.

Consistent Uses: In support of the departmental goal of zero incidence of harassment, the findings and recommendations of any investigation of harassment may be disclosed to the complainant and the respondent. Any disciplinary and administrative action taken against the individual as a result of the findings may also be disclosed to the complainant if it is deemed appropriate to do so. Such information must be retained as a separate record and not placed on the complainant's personnel record. When a disciplinary action results from an investigation, information may be transferred to the Conduct sheet for Military personnel and to the Discipline Bank for DND Civilian employees. The information in this bank may be used relatively to a grievance, Canadian Human Rights Act complaint, complaint to the Public Service Commission of Canada, or any other form of complaint, inquiry, or legal proceeding where applicable. The information may be used in the compilation of statistical data. Investigation findings concerning respondent, in cases of founded complaints, and complainants, in cases of bad faith complaints, may be used for personnel selection purposes.

Retention and Disposal Standards: Records are retained for five years after the last administrative action, archived for three additional years and then destroyed with the consent of the National Archivist.

RDA Number: 98/005

Related PR#: DND PCA 605, DND CSA 520 and DND CPS 600

TBS Registration: 003005

Bank Number: DND PPU 875

Human Resource Research and Evaluation Information Data Bank

Description: This automated data bank contains: Data on selection tests; Information from applicants to the Canadian Forces on: Education; Applicant plan; Applicant career preferences; Employment equity; Assessment Rating; Assessment Narrative; and Military Potential Score; and Data provided by personnel leaving the Canadian Forces who have completed the Attrition Information Questionnaire. Records are accessible by providing: SIN, Service

Number, Surname, and enrolment year of application.

Class of Individuals: This bank applies to:

Applicants to the CF, and serving and former members of the CF.

Purpose: The purpose of this automated data bank is to provide a database for human resource research and evaluation (i.e. occupational selection and program/policy development and evaluation) and occupational selection.

Consistent Uses: The applicant number, service number or Social Insurance Number may be used to link or match information in this bank with (DND/PPE 805, DND Defence Integrated Human Resource System – (DIHRS) and bank PSE 918 (Employment Equity Program) for purposes consistent with both banks and with the reasons for which the information was collected. Matched information may subsequently be held in either or both banks.

Retention and Disposal Standards: CF 283 Applicant Assessment forms and DND 2158 Non-Commissioned Member Applicant Assessment forms are retained in hard copy until document image is transferred to microfiche or electronic format; and indefinitely on microfiche or electronic format. CF Selection Tests, CF Applicant Surveys and CF Attrition Information Questionnaire are held in hard copy until information is transferred to computer database; and automated data indefinitely. Automated data is retained indefinitely.

RDA Number: 98/005

Related PR#: DND PDB 360

TBS Registration: 000184

Bank Number: DND PPU 815

Identification and Access Control Cards

Description: This bank contains: photographs, signatures, Service Number (SN) (military)/ Personal Record Identifier (PRI)(civilian), surname and given names date of birth, Region and blood group (for CF members). The bank also contains information related to the access and egress of certain facilities in the National Capital Region (NCR) by employees. The information is collected by means of identification forms, correspondence and digital camera or scanned still photographs and is stored on an automated database. Records are accessible by providing SN/PRI and full name and date of birth.

Class of Individuals: CF members, civilian employees of National Defence, Allied Forces personnel and their dependants serving in Canada and contracted persons in the NCR.

Purpose: The purpose of this bank is to maintain information relating to the issuance and cancellation of identification and NCR access

control cards. For safety and security reasons, the information is used to control access and egress to certain facilities in the NCR, and to provide for the security of DND employees and property.

Consistent Uses: Issuance of identification and NCR access control cards. Information may be used to produce reports for statistical analysis.

Retention and Disposal Standards: Information related to access and egress of DND facilities in the NCR is collected solely for safety and security reasons and is retained for five years, and is then destroyed. Identification records of deceased individuals are destroyed two years from date of death. Records of Allied Forces personnel are destroyed at termination of their tour of duty in Canada. All other records are retained for five years after release from the Department and are then destroyed.

RDA Number: 98/001

Related PR#: DND MIS 085

TBS Registration: 003681

Bank Number: DND PPU 896

Medical Professional Standards Register

Description: This bank contains: correspondence between Director General Health Services (DGHS) and the professional licensing body, correspondence between various agencies of DND concerning professional standards, minutes of the medical professional standards considering these cases, notes concerning the CF Medical Service (CFMS) members about whom concerns for professional competence and behaviour has been raised. Records are accessible by providing: name and initials, SN for CF members or SIN for civilian medical professionals.

Class of Individuals: This bank applies to any or all CFMS personnel.

Purpose: The purpose of this bank is to maintain information on CF Medical Service personnel whose professional performance has been under consideration and the type of action that has been taken. The information will be made known only to those: individuals under review, and in the necessary chain of command for necessary action.

Consistent Uses: Information held in this bank may be disclosed to the CF Health Services Group (CF H Svcs Gp) professional-technical bodies, committees and investigators that review and investigate complaints about patient care, that determine whether a complaint is related to deficiencies of a systemic nature and/or problem with the competence and/or conduct of a CF health care provider, or that review the credentials, references, experience and other requirements of all CF H Svcs Gp health care providers and

recommend on privileges and scope of practice.

Retention and Disposal Standards: The information will be retained for 5 years after the release from the Department and will then be destroyed. However where a change or complaint has been cleared, this information will be clearly attached to the specific case.

RDA Number: 98/005

Related PR#: DND SGB 495

TBS Registration: 003960

Bank Number: DND PPU 898

Military Police Audit Reports Data Bank

Description: This bank contains professional standards audit and program evaluation reports. General compliance audit reports are conducted every three years at all Military Police units and include a comprehensive compliance audit of all policing duties performed at the units. Focussed audit reports are conducted on a required basis and normally consist of an examination of a specific policing incident. Program Evaluation Reports consist of a long-term research process involving the provision of a certain policing function. These audit reports include: the unit or policing function audited, identity of individuals interviewed in the conduct of the audit, documentary exhibits, auditor's working notes and recommendations and directions to improve provision of policing duties. These audit reports will be cross-referenced to Military Police Investigation Case files (Security and Military Police Case Information System (SAMPIS)), if applicable. Records are accessible by providing: dates, organisation or police function audited, name, date of birth and service number or PRI number.

Class of Individuals: This bank applies to members of the CF, civilian employees of DND and the general public.

Purpose: The purpose of this bank is to document audit activities of the Canadian Forces Provost Marshal.

Consistent Uses: The Canadian Forces Provost Marshal, Deputy Provost Marshal Professional Standards and other senior commanders in the CF may use the information to assess the quality and if necessary make the requisite changes to improve the quality of policing duties within the CF.

Retention and Disposal Standards: Information in this bank is retained for a minimum of 5 years, after its last administrative use. If the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada. If the record has not been designated as having archival or

historical value, then the record shall be destroyed.

RDA Number: 2000/014

Related PR#: DND MIS 085

TBS Registration: 005365

Bank Number: DND PPU 071

Military Police Credential Review Board Data Bank

Description: This MPCRB bank and corresponding files contain personal information on individuals who have been involved in complaints against or by the Military Police or its members. The data bank records progress made in the sequence of events required for the completion of the MPCRB process. The bank includes the MPCRB Administrator's notes, an overview of allegations; decisions regarding the suspension of Military Police personnel; investigation and court results; unit recommendations; the MPCRB decision or recommendation to CFPM as well as any terms and conditions that may apply. The bank cross-references to the appropriate Professional Standards Investigation and Military Police Investigation Case File (Security and Military Police Information System (SAMPIS)) if applicable. Records are accessible by providing: date of birth, date and location of complaint, full name and initials, full civic address and service number or civilian (PRI) number.

Class of Individuals: The bank applies to Military Police but may include information on others (ie military police investigation reports).

Purpose: The purpose of this bank is to document the progress of monitored and suspended cases as well as maintaining a historical database for concluded files.

Consistent Uses: The Deputy Provost Marshal Professional Standards reviews the contents monthly to observe progress on monitored and suspended files. It may also be used for research, evaluation and statistical purposes. Collected information is used at Board convenings. Some information is passed to D Mil C 5 for career managing purposes.

Retention and Disposal Standards: Information in this bank is retained for a minimum of 5 years, after its last administrative use, at National Defence Headquarters, Ottawa. If the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada. If the record has not been designated as having archival or historical value, then the record shall be destroyed.

RDA Number: 2000/014

Related PR#: DND MIS 085 and DND PCA 630

TBS Registration: 005371

Bank Number: DND PPU 833

Military Postgraduate Student Records

Description: This bank contains basic personal and course-related information concerning officers undergoing postgraduate training at the Royal Military College of Canada, such as: Course: course loading authorization (CLA), request reference course start and end dates, course title, date assigned, date thesis received, FMS/WCN numbers (applicable to US military courses), name and location of institution, program type, Member's: military occupation code and description, name and initials, obligatory service completion date, occupation speciality qualification code, posting date and message rank, service number, target position in establishment Financial: estimated total cost file and CLA numbers, financial planning code (GRC) training source category. Records are accessible by providing: course title and program type, full name, Military Occupation Code, name and location of the institution where training was received, rank, and service number.

Class of Individuals: This bank applies to officers of the CF and other students selected for postgraduate training at the Royal Military College of Canada.

Purpose: The purpose of this bank is to: assist in the assignment of trained personnel to those establishment positions requiring specific postgraduate qualifications, and maintain administrative records of officers and other students undergoing postgraduate training.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards: Computer records are retained indefinitely for statistical purposes.

RDA Number: 98/005

Related PR#: DND RET 370

TBS Registration: 003269

Bank Number: DND PPU 878

National Defence Fingerprint File

Description: The following information is held for identification: fingerprints; service number (SN); civilian PRI number; surname and given names; signature; sex; date and place of: birth, engagement and fingerprinting; occupation or trade; colour of hair and eyes; height; weight; complexion; scars, amputations, birthmarks, deformities and tattoos; previous registration by fingerprints as well as dates of all previous employment with the Canadian Forces, RCMP or Public Service. Records are accessible by

providing full name, service number (SN)/civilian (PRI) number, date of birth and, as proof of identity, one rolled fingerprint done in black ink, indicating which finger and hand.

Class of Individuals: Members of the Canadian Forces: civilian employees of National Defence and Allied Forces personnel serving in Canada.

Purpose: This information bank is maintained purely for service considerations to provide an infallible means of identifying personnel who may have been victims of a serious injury, amnesia or death during times of war and peace.

Consistent Uses: Used for identification purposes only.

Retention and Disposal Standards: Records of members of the CF, and civilian employees of DND are retained by the department for five years from date of release, and then destroyed. Records of deceased individuals are destroyed two years from the date of death. Records of Allied Forces personnel are destroyed at termination of their tour of duty in Canada.

RDA Number: 98/001

Related PR#: DND MIS 085

TBS Registration: 000170

Bank Number: DND PPU 801

National Search and Rescue Program Management Information System

Description: This bank consists of a body of machine-readable information obtained from various sources and concerning incidents that have occurred within Canada's area of responsibility since 1983, including: air, marine and ground search and rescue incidents, and medical evacuations and civil aid requests. Records are accessible by providing specific identifiers, such as: address, class of incident namely: air, marine, civil aid, medical evacuation, ground, humanitarian date of incident, location, name, sex, vessel name, and/or aircraft tail number.

Class of Individuals: This bank applies to members of the general public who were the objects of a search and/or rescue.

Purpose: The purpose of the NSP MIS is to: provide information required in the management of the National Search and Program.

Consistent Uses: Data may be linked to other databases such as the DOT vessel and the aircraft registration data banks for data analysis. Data is used for administrative and statistical purposes. Identified sources of information include the: SARSTATS (1983–1987 DND), Aviation Safety Information System (ASIS 1988–91, Transportation Safety Board), Marine Casualty Information

System (MCIS 1988–91, Transportation Safety Board), Occurrence Tracking Information System (OTIS Parks Canada, Canadian Heritage), Police Information Retrieval System (PIRS Royal Canadian Mounted Police, Solicitor General), Search and Rescue Information System (SARIS 1988–91, National Search and Rescue Secretariat), Ground Search and rescue Information System (SARIS GSARIS 1999, National Search and Rescue Secretariat), Search and Rescue Information System (SISAR Canadian Coast Guard, 1992–1997 Department of Fisheries and Oceans). The NSP MIS may include the: addresses, age, license numbers and qualifications of individuals involved in search and rescue incidents, names, sex, and vehicle ownership information. It may also include information such as: the conclusions drawn from the investigation of incidents, and certain operational information relating to each incident.

Retention and Disposal Standards: Data are retained indefinitely.

RDA Number: 98/001

Related PR#: DND ADO 275

TBS Registration: 003886

Bank Number: DND PPU 050

Non-Public Fund (NPF) Employee Personnel Records

Description: This bank contains names, applications for employment of successful candidates, date of employment, unit of employment, career history, date of birth, employee's Social Insurance Number, sex, marital status, salary, record of pay adjustments, benefit plan information, pension information, employee evaluation reports, complaints from employees and commendation letters. The information both centralized and decentralized, is maintained in manual and electronic systems. Records are obtainable by providing full name, Social Insurance Number, date of birth and location and period of employment.

Class of Individuals: This bank applies to Non-Public Fund employees in the Bases, Units and Wings of the CF and those employed directly by the Canadian Forces Personnel Support Agency.

Purpose: The purpose of this bank is to store employee information related to employment, benefits and pensions.

Consistent Uses: Pursuant to the Income Tax Act, the Employment Insurance Act and the Pension and Benefits Standards Act (1985) documentation to support income tax deductions, pension deductions and entitlements, is provided to Canada Customs and Revenue Agency (Taxation).

Retention and Disposal Standards: Files are currently destroyed five calendar years after an employee terminates if there are no benefit or pension implications. Records where there are benefit implications are kept until resolution of the situation, while pension files are maintained until death of the pensioner or his survivor and are held for two years after the last administrative action.

RDA Number: 98/005

Related PR#: DND PSB 385

TBS Registration: 005115

Bank Number: DND PPU 865

Personnel Security Investigation File

Description: This bank contains personal data, such as: credit check reports, criminal records, investigative reports, notations of the level of security clearance, related correspondence, reliability status granted, Security Clearance Review Board documentation, Security Intelligence Review committee appeals, and security/reliability analyses. Details of CSIS investigations are maintained in a CSIS bank. This bank contains personal information about the individual: his or her immediate family, the names and comments of: past employers, and character references, possibly the names and activities of associates with whom the individual would have contact. Records are accessible by providing: date of birth, given names, and surname. Those individuals who were released/left the CF/DND prior to 1992 should also provide their Social Insurance Number (SIN). To assist in expediting the processing of their request, applicants should identify the specific information desired.

Class of Individuals: This bank applies to: Perspective, current and former members of the CF, civilian employees of DND, or personnel who are on a personal services contract with DND. By virtue of the clearance and reliability check process, personal information may be held on individuals who are not themselves the subject of the security assessment or reliability check.

Purpose: The purpose of this bank, in accordance with the Government Security Policy, is to maintain personal information held on individuals who are or have been the subject of security screening procedures in relation to pre-employment/employment with the CF/DND. For those individuals who necessitate a security clearance, information has been obtained to support decisions taken to assess an individual's loyalty and reliability as it pertains to loyalty to Canada. Additionally, for those individuals who were reliability screened, information in support of these assessments is

held on file. A reliability check is required as a condition of employment in the CF/DND and is required to assess the honesty, trustworthiness and discretion of an individual when given access to: sensitive information or government assets, access to valuables, drugs, hazardous or dangerous material; or responsibility for the well-being of persons or control of personnel. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS band.

Consistent Uses: Information may also be used in other lawful investigations. Personnel security screening information may be requested from or transferred to other Government agencies/departments upon request from respective Departmental Security Offices for employment purposes.

Retention and Disposal Standards: All security clearance records of personnel are retained for a minimum period of ten years from the time administrative action is taken on the file. All reliability-screening records for enrolled or employed personnel are retained for a minimum period of ten years from the time administrative action is taken on the file. All reliability-screening records for personnel only processed for a reliability screening and were not employed are retained for a minimum period of two years and are then destroyed.

RDA Number: 98/001

Related PR#: DND PCA 630, DND CSA 520 and DND MIS 085

TBS Registration: 004010

Bank Number: DND PPU 834

Privacy Act

Description: Records in the bank consist of access request and correction request forms submitted by individuals wishing access to and correction or notation of their files, the responses to such requests, and information related to their processing. Records are accessible by providing: full name, Personal Information Bank number, and year of request.

Class of Individuals: This bank applies to: members of the CF, civilian employees of DND, and the general public.

Purpose: The purpose of this bank is to: provide a complete record of request activity pertaining to the Privacy Act, and, report on the number of requests received annually.

Consistent Uses: Compiling statistics related to the administration of the Act.

Retention and Disposal Standards: Files are destroyed after two calendar years.

RDA Number: 98/001

Related PR#: DND PCA 610

TBS Registration: 000167

Bank Number: DND PPU 030

Public Key Infrastructure (PKI) Service Request Forms

Description: This bank contains: surname, given names and initials, signatures, Service Number (SN) (military)/Personal Record Identifier (PRI) (civilian)/building pass number (contractor/casuals) including expiry date, organization, building/location, office telephone, fax number, SMTP Address, security clearance including expiry date and supervisor's name, signature and telephone number. The bank also contains the type and number of the identification provided to receive the service requested (one or two of: department ID, driver's licence, birth certificate, passport, citizenship card, provincial health card). The information is collected by means of a Service Request Form. Records are accessible by providing SN/PRI and full name. Records are accessible by providing: full name, service number or PRI number and place of employment.

Class of Individuals: CF members, civilian employees of National Defence as well as contractors and casual employees requiring PKI services.

Purpose: The purpose of this bank is to maintain information relating to the PKI services such as issuance, recovery, revocation, deactivation, reactivation, name change, etc. The information is used to provide auditable proof of identity of all PKI users requesting and receiving PKI services.

Consistent Uses: Forms will only be used for the auditing of adherence to system procedures or for the resolution of disputes or legal issues with respect to activities conducted with the PKI.

Retention and Disposal Standards: All records are securely stored in a central repository in Ottawa, and are retained for two years after the individual is released from the Department and are then destroyed.

RDA Number: 98/001

Related PR#: DND PCA 630

TBS Registration: 005368

Bank Number: DND PPU 813

Security Intelligence Records

Description: This bank contains information on individuals and organizations whose activities may: have been suspected, on reasonable grounds, of constituting a threat to the security of DND/

CF personnel, information or property at home or abroad. Such activities include: espionage, sabotage, subversion, terrorism, criminal or organized crime activity; and/or be detrimental to the interests of Canada and may result in a request to DND for assistance in maintaining public welfare or public order emergencies. The following individual information is held: age, case file serial number, citizenship and/or nationality, country of birth, marital status, name, address and/or telephone number, sex, and service number (1994). Records are accessible by providing: dates, organizations, events and geographical areas or locations, name, and initials and service number.

Class of Individuals: This bank applies to individuals suspected of, or involved, in: espionage, sabotage, subversion, and terrorist activities in Canada and abroad that constitute a threat to the security of DND/CF.

Purpose: The purpose of this bank is to: assess the threat posed to DND/CF security by hostile intelligence organizations or individuals engaged in: espionage, sabotage, subversions, terrorism, or other hostile intelligence collection activities directed at DND/CF personnel, establishments or the conduct of CF operations; brief departmental authorities on situations that may result in a request for assistance in maintaining public welfare or public order emergencies, develop policy and provide advice in relation to provisions of the National Defence Act, Queen's Regulations and Orders, Security of Information Act and the Criminal Code of Canada regarding activities by individuals or groups that constitute a threat to the security of DND personnel, information or property; and formulate plans or other measures to counter, or respond to, threats to the security of this department during periods of peace and war.

Consistent Uses: The information contained in this bank may be disclosed to domestic law enforcement and government investigative or review authorities including, though not limited to, the Royal Canadian Mounted Police (RCMP), the Canadian Security Intelligence Service (CSIS), Citizenship and Immigration Canada (CIC) and the Security Intelligence Review Committee (SIRC), in relation to activities constituting threats to the security of Canada or for the investigation or prosecution of an alleged contravention of the law. Information may be disclosed to foreign governments, law enforcement bodies, military forces and other authorities with respect to matters of national defence, national security

or international affairs. Personal information concerning human sources and witnesses is used in the administration and management of these individuals. This information may be used by federal departmental security officers for security and reliability screening.

Retention and Disposal Standards: The records in this bank are destroyed after three calendar years following the last administrative action, however, they may be retained for a longer period if deemed to have archival value or to be of historical value to the Department of National Defence.

RDA Number: 2000/14

Related PR#: DND MIS 085

TBS Registration: 001968

Bank Number: DND PPU 060

Staffing Program

Description: This data bank contains records, commencing in 1989, relating to applicants for trades with Fleet Maintenance Facility Cape Scott (formerly known as Ship Repair Unit (A)). The bank consists of information taken from PSC 3000 (Application for Employment), and contains: applications, screening information, staffing board results, supporting documents, and trade tests results. Records are accessible by providing specific identifiers, such as; name, trade inventory and PRI.

Class of Individuals: This bank applies to applicants for employment with the Public Service in the Ship Repair trades in Halifax.

Purpose: This bank exists in accordance with the Public Service Employment Regulations to provide for the maintenance of an inventory of applicants who applied for employment in the Public Service of Canada in the Fleet Maintenance Facility – Cape Scott, Maritime Forces Atlantic, Halifax, Nova Scotia.

Consistent Uses: To identify candidates suitable for referral and appointments to positions in the ship repair trades at Fleet Maintenance Facility Cape Scott (Formerly known as the Ship Repair Unit (Atlantic)), to maintain an inventory of applicants who have applied for employment with the Public Service of Canada in the ship repair trades on Halifax, and to retrieve statistics related to the inventory and staff competitions.

Retention and Disposal Standards: Records have been maintained since 1989 and are destroyed: 1) immediately following requested removal from the inventory, or 2) if file/application is not updated annually.

RDA Number: 98/005

Related PR#: DND/PDB 360 and DND/CPS 600

TBS Registration: 002764

Bank Number: DND PPU 065

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Personnel Security Screening

Manuals

Because of the wide range of manuals, regulations and orders used by the Department of National Defence to fulfil its functions, it is impractical to include a complete list of its holdings in this publication. The Department may, on request, provide a list of existing manuals relating to a particular subject or activity.

The bilingual publication entitled Defence Canada is published annually by the Department of National Defence. It is designed to provide an overview of current strategic considerations relative to defence planning, and to highlight departmental activities during the preceding year.

- Administration and Operation of Physical Education and Recreation Programs Manual
- Administrative and Staff Procedures (Volume 5)
- Army Ammunition Staff Tables
- Army Doctrine Manuals
- Army Field Force Equipment Tables
- Army Field Scales Manual
- Army Future Force Development Manual
- Army Logistics Guide
- Automated Data Processing Policies and Procedures Manual
- Canadian Forces Administrative Orders
- Canadian Forces Catalogue of Dental Supplies
- Canadian Forces Catalogue of Materiel
- Canadian Forces Construction Engineering Manual
- Canadian Forces Dental Orders
- Canadian Forces Dress Manual
- Canadian Forces Health Manual
- Canadian Forces Laboratory Manual
- Canadian Forces Manual of Officers' Classification Structure
- Canadian Forces Manual of Other Ranks Trade Structure
- Canadian Forces Medical Orders
- Canadian Forces Medical Service Catalogue of Medical Supplies
- Canadian Forces Mess Administration Manual
- Canadian Forces Pest Control Manual
- Canadian Forces Postal Services Manual
- Canadian Forces Procedures for the Acquisition of Capital Equipment Manual
- Chaplain Handbook (RC)
- Chaplain's Handbook
- Civilian Personnel Administrative Orders
- Construction Engineering Technical Orders
- Contemporary Hymn Book
- Cost Factors Manual
- Current National Operational Defence Plans
- DND General Safety Precautions Manual
- DND General Safety Program Manual
- DND General Safety Standards Manual
- DND Manual of Internal Audit
- Defence Program Management Systems Guidance Manual
- Department of National Defence Administrative and Staff Procedures Manual
- Drivers' Regulations Manual
- Engineers in Battle Manual
- Environmental Standards for Canadian Forces Medical Services
- Financial Administration Manual
- Flight Safety for the Canadian Forces Manual
- Helicopter Operating Instructions (Army)

- Land Forces Combat Development Committee – Study on Combat Communications (1986–1995) Manual
- Life Cycle Management System Guidance Manual
- Maintainability – Equipment Maintainability Requirements (Land) Manual
- Management of the Radio Frequency Spectrum Manual
- Manager's Classification Handbook
- Manual for the Identification of Language Requirements of Military Positions
- Manual of Department of National Defence Quality Assurance Management
- Manual of Management Consulting Services
- Manual of Personnel Evaluating and Reporting, Officers
- Manual of Personnel Evaluating and Reporting, Other Ranks
- Manual of Preventive Dentistry
- Manual of Recruiting
- Manuals dealing with the operation and maintenance of communications security equipment and the inventory control of communications security material
- Maritime Commander's Operational Planning Guidance Manual
- Maritime Force Development Guide Manual
- Maritime Strategy Study (1970-2000) Manual Land Doctrine and Operations
- Medical Assistant Manual, Vol. 1, Canadian Forces Medical Services
- Medical Standards for the Canadian Forces Manual
- Military Terminology – Part one: Military Lexicon; Part two: Military Glossary
- National Defence Frequency List Manual
- National Defence Headquarters Organization Book
- Nuclear, Biological and Chemical Training Manuals
- Occurrence Investigation Techniques Manual
- Official Languages Plan (Civilian)
- Official Languages Plan (Military)
- Official Position List
- Organization and Establishment Manuals
- Packaging and Preservation Manual
- Personnel Management Information System Manual
- Personnel Selection Services Manual
- Policy and Procedures Manual for Non-Public Funds Accounting
- Policy Manual Governing Operation of Personnel Support Programs in the Canadian Forces
- Policy Manual Governing the Operation of the Canadian Forces Exchange System
- Processing of Invoices Manual
- Provision of Services to Non-Defence Agencies Manual
- Queen's Regulations and Orders for the Canadian Cadets Organizations
- Queen's Regulations and Orders for the Canadian Forces
- Research and Development Manual
- Search and Rescue Orders and Procedures Manual
- Security Orders for the Canadian Forces Manual
- Snow and Ice Control Manual
- Supply Instructions Manual
- Supply Policy Manual
- The Transportation of Explosives and Other Dangerous Materials by Military Aircraft Manual
- Training, weapon, and equipment operator's manuals for the Navy Reserve, Militia Air Reserve, and the Communication Reserve Personnel Development
- Transportation Manual
- Unit Identification Code Manual
- Volume I.– Concept and Policy
- Volume II – Establishment Policy and Procedures

- Volume III – Establishment Criteria
- Warehousing Manual
- Working Resources Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Director General
Information, Liaison and Operations
(DIS 3-2)
National Defence Headquarters
101 Colonel By Drive
Ottawa, Ontario K1A 0K2
Telephone: 613-996-2353/2354

Reading Room

A reading room has been established in the office of the Directorate Access to Information and Privacy (DAIP) as designated under the Access to Information Act. Its address is:

Place de Ville, Tower B
112 Kent Street, 17th Floor
Ottawa, Ontario

National Energy Board

Chapter 110

The annual update for this institution was not received for inclusion in the 2007–2008 version of this Info Source publication. The following is from the 2005–2006 version of Info Source.

General Information

Background

The National Energy Board (NEB) was created by the National Energy Board Act of 1959.

Responsibilities

The Board's principal responsibilities under the National Energy Board Act are; regulate specific matters concerning oil, gas and electricity in the public interest (granting authorizations for the export of oil, natural gas, electricity and the construction of international and interprovincial pipelines and designated international power lines; setting of tolls and tariffs on pipelines under NEB jurisdiction); responsibilities under the Canada Oil and Gas Operations Act and certain provisions of the Canada Petroleum Resources Act now encompass the regulation of exploration for and the development and production of oil and gas on Frontier Lands in a manner that promotes safety of the worker, protection of the environment, and conservation of hydrocarbon resources; and to advise the Government on the development and use of energy resources (keeping under review the Canadian supply of all major energy commodities and the demand for Canadian energy in Canada and in export markets).

Legislation

- Canada Labour Code Part II
- Canada Oil and Gas Operations Act
- Canada Oil and Gas Certificate of Fitness Regulations
- Canada Oil and Gas Diving Regulations
- Canada Oil and Gas Drilling Regulations
- Canada Oil and Gas Geophysical Operations Regulations
- Canada Oil and Gas Installations Regulations
- Canada Oil and Gas Operations Regulations
- Canada Oil and Gas Production and Conservation Regulations
- Canada Petroleum Resources Act
- Canada-Newfoundland Atlantic Accord Implementation Act
- Canada-Newfoundland Oil and Gas Spills and Debris Liability Regulations
- Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act
- Canada-Nova Scotia Oil and Gas Spills and Debris Liability Regulations
- Canadian Environmental Assessment Act
- Comprehensive Study List Regulations
- Energy Administration Act
- Exclusion List Regulations
- Exemption List Regulations
- Federal Authorities Regulations
- Frontier Lands Petroleum Royalty Regulations
- Frontier Lands Registration Regulations
- Gas Pipeline Uniform Accounting Regulations
- Inclusion List Regulations
- Law List Regulations
- Mackenzie Valley Land Use Regulations
- Mackenzie Valley Resource Management Act
- National Energy Board Act
- National Energy Board Act Part VI (Oil and Gas) Regulations
- National Energy Board Cost Recovery Regulations
- National Energy Board Electricity Regulations
- National Energy Board Export and Import Reporting Regulations
- National Energy Board Pipeline Crossing Regulations, Part I

- National Energy Board Pipeline Crossing Regulations, Part II
- National Energy Board Substituted Service Regulations
- Newfoundland Offshore Area Oil and Gas Operations Regulations
- Newfoundland Offshore Area Petroleum Diving Regulations
- Newfoundland Offshore Area Petroleum Geophysical Operations Regulations
- Newfoundland Offshore Area Petroleum Production and Conservation Regulations
- Newfoundland Offshore Area Registration Regulations
- Newfoundland Offshore Certificate of Fitness Regulations
- Newfoundland Offshore Petroleum Drilling Regulations
- Newfoundland Offshore Petroleum Installations Regulations
- Newfoundland Offshore Petroleum Resource Revenue Fund Regulations
- Northern Pipeline Act
- Northern Pipeline Notice of Objection Regulations
- Nova Scotia Offshore Area Petroleum Diving Regulations
- Nova Scotia Offshore Area Petroleum Geophysical Operations Regulations
- Nova Scotia Offshore Area Petroleum Production and Conservation Regulations
- Nova Scotia Offshore Certificate of Fitness Regulations
- Nova Scotia Offshore Petroleum Drilling Regulations
- Nova Scotia Offshore Petroleum Installations Regulations
- Nova Scotia Offshore Revenue Account Regulations
- Nova Scotia Offshore Revenue Fiscal Equalization Offset Payments Regulations
- Nova Scotia Resources (Ventures) Limited Drilling Assistance Regulations
- Nova Scotia Share of Offshore Revenue Interim Period Payment Regulations
- Nova Scotia Share of Offshore Sales Tax Payments Regulations
- Oil and Gas Occupational Safety and Health Regulations
- Oil and Gas Spills and Debris Liability Regulations
- Oil Pipeline Uniform Accounting Regulations
- Oil Product Designation Regulations
- Onshore Pipeline Regulations, 1999
- Power Line Crossing Regulations
- Preliminary Screening Requirement Regulations
- Projects Outside Canada Environmental Assessment Regulations
- Regulations Respecting the Coordination by Federal Authorities of Environmental Assessment Procedures and Requirements
- Safety and Health Committees and Representatives Regulations
- Toll Information Regulations

Organization

Executive Office

Chief Operating Officer

The Chief Operating Officer is the Board's senior staff member. His responsibilities include the overall management of the Board, the acquisition and allocation of human and financial resources, the efficiency of Board activities and operations, leads the Board's Executive Team, and provides advice on matters deemed appropriate by the Chairman.

Office of the Secretary

The Office of the Secretary receives all applications and submissions and co-ordinates their consideration by the Board. It advises on the scheduling of hearings, and makes all administrative arrangements for public hearings in Calgary and across Canada. It also administers the Access to Information Act and Privacy Act.

Legal Services

Legal Services provides legal advice to the Board on all matters relating to the Board's powers and responsibilities, acts as Counsel for the Board at public hearings, and represents the Board in proceedings before the Federal and Supreme Courts of Canada.

Business Units

Applications

The Unit assesses and processes applications for oil, gas and petroleum product pipeline transmission, and oil and natural gas exports from the time of an application's receipt through to the Board's decision. It is also responsible for financial surveillance and financial audits of companies under the Board's jurisdiction. It provides expertise in the areas of economics, engineering, environment and financial regulation.

Commodities

The Unit develops guidelines and regulations relating to Part VI of the National Energy Board Act. It is also responsible for reserves assessments, supply projections, market studies, maintenance of economic energy models, inter-commodity regulatory advice, industry monitoring, liaison with governments, industry and energy associations, and advice and information on natural gas, oil and related commodities, and electricity. As well, the unit assesses and processes applications for electricity exports and international and interprovincial electric power lines.

Planning, Policy and Coordination Unit

The Planning, Policy and Coordination Unit is responsible for developing the NEB's long-term regulatory framework and regulatory tools, and for organization-wide planning and coordination. It provides communication, engagement (general and Aboriginal), and appropriate dispute resolution (ADR) services to the Board. The Unit also supports the Board's on-going technical excellence through its professional leader and knowledge network services.

Integrated Solutions

The Integrated Solutions Business Unit is responsible, in partnership with clients, for developing, implementing and supporting strategies and solutions to enhance business outcomes. Included in this responsibility are the areas of people, information management,

finances, and assets. The Business Unit provides services in computer systems and support, materiel and facilities management, contracting, library resources, corporate records management, financial management, human resource management, translation, and document design and production.

Operations

The Unit is responsible for health, safety and environmental monitoring and enforcement, accident investigation, and emergency response. The unit develops guidelines and regulations related to the National Energy Board Act, the Canada Oil and Gas Operations Act, and the Canada Petroleum Resources Act. Its Frontier responsibilities involve regulation of geophysical and geological programs, information management, resource assessments, environmental aspects of applications, inspection, accident investigation, and advice to Indian and Northern Affairs Canada. The unit also provides engineering services to the Northern Pipeline Agency.

Information Holdings

Program Records

Allocation of Oil

Description: Correspondence between the Energy Supply Allocation Board and the Oil Branch of the National Energy Board on the allocation of oil resources in an emergency.

Program Record Number: NEB GAO 195

Associations and Committees on Electric Power

Description: Information on liaison with power transmission companies, associations and conferences on electrical matters.

Note: Some files have been transferred to the Historical Branch of the National Archives of Canada.

Topics: Reports on, and agendas of, meetings and conferences; associations; power and transmission companies.

Program Record Number: NEB EPB 170

Associations, Committees and Conferences on Energy Supply

Description: Information on applications and supporting documents for hearings held on the energy supply.

Note: Copies of applications, interventions and transcripts of all hearings are held in the National Energy Board library.

Topics: Supply data originating from energy supply and demand hearings.

Access: Files arranged by year and company.

Program Record Number: NEB ESB 280

Canadian Content in Energy Projects

Description: Information on Canadian content and industrial benefits of energy projects.

Topics: Studies; specific applications.

Access: Files arranged by application.

Program Record Number: NEB ECB 255

Canadian Electric Power Projects

Description: Information on Canadian electric power projects and studies; also generation of electric power and the transmission of extra-high voltage electric power.

Topics: Electric power projects and studies – Churchill Falls, James Bay, Fundy Tidal Power Development study; power generation – power potential, load and supply, nuclear, technology for fuel cells, thermal coal-fueled and thermal gas-fueled.

Access: Files arranged by project or study.

Program Record Number: NEB EPB 155

Certificates, Licences and Orders

Description: Originals of all certificates, licences and orders issued by the Board.

Note: See “Prefix Identification of Certificates, Licences, Orders and Permits” issued by the National Energy Board (internal reference memo listing document prefixes and references to legislation).

Topics: Certificates of Public Convenience and Necessity – oil and gas pipelines, electric power lines; licences for the export of oil, gas and electric power; safety orders; rates, tolls and tariffs; miscellaneous orders.

Program Record Number: NEB OOS 095

Coal

Description: Published material and correspondence on coal.

Topics: Forecasts; coal-gasification, liquefaction, reserves.

Program Record Number: NEB ESB 320

Construction of International Electrical Power Lines

Description: Applications for certificates and supporting documents to construct or modify existing power lines.

Topics: Policy; environmental guidelines; interventions filed by interested parties.

Access: Files arranged by power company.

Program Record Number: NEB EPB 160

Crude Oil Movements by Pipeline

Description: Correspondence on pipeline capability and the availability of crude oil; also nomination, by refinery, of crude oil requirements.

Topics: Pipeline capability – pipeline traffic; nominations by companies for crude oil requirements; allocations of domestic crude, prior to June 1985.

Program Record Number: NEB GAO 205

Crude Oil Statistics on Refinery Production

Description: Statistical information on the amount of crude oil received in refineries, the amount of crude processed by refineries each week, the monthly supply survey on Canadian oil products, monthly deliveries of crude oil and condensates under licence, and the amount of products exported each month.

Note: Most of these statistics are supplied confidentially to the National Energy Board by individual companies. Information can therefore be released only as a combined total of all companies.

Topics: Canadian refinery receipt survey of crude oil; crude oil runs (amount of crude processed in refineries weekly or monthly); Canadian oil product monthly supply survey; oil product export return.

Access: Files arranged by company.

Format: Storage, computer disc or tapes.

Program Record Number: NEB GAO 230

Economic Benefits of Proposed Energy Projects

Description: Analyses of the economic viability of, and benefits from, projects.

Topics: Viability analyses; cost-benefit – committees, studies, specific applications; licences, orders and exports.

Access: Files arranged by application.

Program Record Number: NEB ECB 260

Economic Considerations in Setting Pipeline Tolls

Description: Information on the operations of pipeline companies and the economic considerations in setting tolls.

Topics: Productivity and efficiency of pipeline companies; rates, tolls and tariffs; financial arrangements; certificates and orders.

Access: Files arranged by subject and company.

Program Record Number: NEB ECB 270

Electric Power Failures

Description: Information on selected electric power interruptions.

Topics: Hydro-Quebec power interruption on January 10, 1978; power interruption on the Maritime grid, November 14, 1978; Northeast power failure of 1965.

Program Record Number: NEB EPB 175

Energy Cost and Pricing

Description: Correspondence on costs and pricing of energy.

Topics: Cost data; profitability data and studies; royalties.

Program Record Number: NEB ESB 315

Energy Supply and Demand Statistics

Description: Information on energy supply and demand and related data for all energy commodities.

Topics: Information, liaison and data related to co-operation among various associations, committees; statistical energy inquiries; statistical reports and returns; supply and demand data for all energies; international data.

Access: Files arranged by subject and committee.

Program Record Number: NEB ECB 250

Energy Supply, Surpluses and Reserves

Description: Information on the supply side of enquiry hearings, renewable energy, reserves and surpluses.

Topics: Energy supply; renewable energy; reserves and surpluses – particular applicants; licences, orders and exports.

Access: Files arranged by subject.

Program Record Number: NEB ESB 275

Enquiry Hearings on the Canadian Oil Supply and Requirements

Description: Submissions of various oil companies and supporting data during public hearings in 1975, 1976 and 1978.

Topics: Public hearings – Canadian oil supply requirements; submissions by companies on reserves and demand.

Access: Files arranged by year of public hearing.

Program Record Number: NEB GAO 220

Environmental Aspects of Energy Development

Description: Correspondence on oil, gas and electric power development.

Topics: Arctic hydrocarbon transportation systems; northern oil and gas pipelines; offshore oil and gas transportation; other agency reviews – Federal Environmental Assessment and Review Office (FEARO).

Access: Files arranged by committee, project.

Program Record Number: NEB ERW 030

Environmental Assessment, Surveillance and Monitoring

Description: Published information on the environmental aspects of applications for certificates and orders to build a pipeline or power line, to commence construction, or to cross a pipeline by a facility over or under a pipeline, submitted by a company or by a private citizen; also documentation for interventions and appeals submitted by interested parties, surveillance and monitoring reports.

Note: Applications to build a pipeline, transcripts of hearings and reasons for decisions are held in the Board library.

Topics: Applications for certificates and orders; environmental information submitted prior to construction of a pipeline or power line; applications to construct a compressor station, gas plant, meter station, pump station and terminal; crossing of a pipeline by a buried cable, overhead cable, road, ditch, building, parking lot, etc.; crossing of facility by a pipeline; appeals and interventions; environmental assessment of the effects of pipelines or power lines; environmental surveillance.

Access: Files arranged by company and location of pipeline.

Program Record Number: NEB ERW 055

Environmental Associations and Committees

Description: Correspondence between the Board and various pipeline, industry, and environmental associations; information on liaison with various committees, conferences, oil and gas pipeline companies, and environmental agencies.

Topics: Environmental regulatory matters; co-operation and liaison with oil and gas pipeline companies, interdepartmental committees on environmental matters.

Access: Files arranged by association, committee, conference and pipeline company.

Program Record Number: NEB ERW 050

Environmental Implications of Oil and Gas Pipeline Operations

Description: Correspondence on environmental aspects of operating pipelines and facilities including storage and processing facilities.

Topics: Right-of-way conditions, gas plant emissions, tank farms, loading facilities, PCB and hazardous waste storage and disposal, etc.

Program Record Number: NEB ERW 035

Environmental Incidents or Emergencies

Description: Reports of environmental inspection of spills of oil, products or other substances and their impact on the environment.

Topics: Leaks, breaks, spillage, environmental impact, clean-up, restoration.

Access: Files arranged chronologically by incident and by pipeline company.

Program Record Number: NEB ERW 045

Exchange Agreements on Crude Oil

Description: Information on the exchange agreements on offshore and mid-continent crude oil between Canadian and U.S. oil companies and related correspondence before June 1985.

Topics: Control of International Oil Exchange; mid-continent exchange agreements; eastern Canada foreign exchange agreements.

Access: Files arranged by Canadian and United States oil companies.

Program Record Number: NEB GAO 225

Exploration and Development

Description: Information on exploration for and development of hydrocarbon resources in Canada.

Topics: Oil and gas discoveries and development – Western Canada and northern and offshore areas; petroleum industry activity.

Program Record Number: NEB ESB 325

Export Charge for Crude Oil and Oil Products

Description: Information on the policy, audit reports, applications for remission of or exemption from export charges and the monthly returns filed by exporting companies.

Topics: Policy on the export charge; auditing of exporting companies; exemptions and remissions; Form 160, Oil Export Charge Return (monthly); determination of export charges.

Access: Files arranged by subject and company.

Program Record Number: NEB GAO 210

Export Control of Crude Oil, Condensates and Products

Description: Information on policy, forms of licences and orders, applications for licences or orders to export crude oil, condensates and products.

Topics: Policy; instructions to applicants; licence and order forms; Canadian requirements and availability for export; reports on export of crude oil and petroleum products since deregulation; proceedings of Export Panel.

Access: Files arranged by company.

Program Record Number: NEB GAO 215

Export Control of Gas Products

Description: Information on licences, orders and applications for the export of gas products;

Topics: Policy; instructions to the applicants; forms of licences and orders; proceedings of the Gas Panel; applications for licences and orders;

monitoring of export volumes and aggregated prices.

Access: Files arranged by subject and applicant company.

Program Record Number: NEB GAO 140

Financial Reports

Description: Financial information on the oil and gas pipeline companies under the Board's jurisdiction; quarterly and annual financial reports.

Program Record Number: NEB FRB 025

Gas and Oil Storage

Description: Published material and correspondence on oil and gas storage projects.

Topics: Province of Ontario; Home Oil Company – Strait of Canso Storage Project.

Access: Files arranged by province and company.

Program Record Number: NEB ESB 330

Gas Processing and By-Products

Description: Published material on the extraction of by-products from natural gas and the production of synthetic natural gas.

Topics: Ethylene and ethane; helium; sulphur; hydrogen; processing plants; synthetic natural gas.

Program Record Number: NEB ESB 295

Import and Export Gas Licences and Orders

Description: Applications and related correspondence for a licence to export or import natural gas or liquefied natural gas; interventions submitted by interested parties.

Topics: Emergency orders to export natural gas and liquefied natural gas; licences and orders to export and import natural gas, liquefied natural gas and gas products; interventions; combined hearings (two or more companies applying jointly for a licence).

Access: Files arranged by subject, company and year of application.

Program Record Number: NEB GAO 135

Inspection of Meters

Description: Reports by inspectors from Consumer and Corporate Affairs Canada on inspections of export and import meters on international power lines.

Access: Files arranged by power line certificate holder.

Program Record Number: NEB EPB 165

Inspection of Meters

Description: Reports by inspectors from Consumer and Corporate Affairs Canada on inspections of export and import meters on international pipelines.

Access: Files arranged by meter station.

Program Record Number: NEB PEO 081

Lands and Routing

Description: Correspondence on land-use concerns; on complaints of landowners concerning pipeline construction; applications for plan, profile and book of reference approval; applications for right of entry; notices for land acquisition and applications to purchase or sell land, buildings, equipment, or to abandon pipelines.

Topics: Complaints by landowners; plan, profile and book of reference applications; notices for service, publication and public hearings; cost recovery; right-of-entry applications; land acquisition procedures; application to sell/acquire land and property; applications to abandon pipelines.

Access: Files arranged by pipeline company for purchases, sales, leases, and abandonments; plan, profile and book of reference and right-of-entry applications. Complaints are filed by name of landowner, location and pipeline company.

Program Record Number: NEB ERW 040

Legal Cases

Description: Decisions rendered by the courts that may affect the work of the Board.

Topics: Administrative tribunals; American law; Bill of Rights; combines; Pipeline Act.

Program Record Number: NEB LAW 120

Legal Opinions

Description: Legal opinions prepared by the branch for the purpose of giving advice to the Board.

Topics: Duties and powers of the Board under the National Energy Board Act; Board jurisdiction; requirements of natural justice; interpretation of legislation.

Program Record Number: NEB LAW 110

Liaison with United States on Oil Matters

Description: Correspondence with United States federal government and agencies on oil matters.

Topics: Import and export of oil; offshore oil; pricing; pipeline tariffs; refineries; oil reserves; crude oil supply and demand; transportation by tanker; exchange agreements; import regulations; oil import statistics; turbine fuel; U.S. oil pipeline companies; refinery allocations; appeals and decisions; task force on oil imports; reports and returns on pipeline incidents and petroleum matters.

Access: Files arranged by subject under the United States block of files.

Program Record Number: NEB GAO 200

Licences and Orders for the Export of Electricity

Description: Company applications and supporting data for a licence or order to export electricity for a specific period of time.

Topics: Application to export electricity in an emergency; to Canadian utilities.

Access: Files arranged by power company.

Program Record Number: NEB EPB 150

Litigation

Description: All documentation, legal opinions and working papers related to court cases with which the Board has been involved as a result of appeals of its decisions.

Topics: Trial division; Federal Court of Appeal; Supreme Court of Canada; public hearings – reasons for decision; subpoenas.

Access: Files arranged by type of cause.

Program Record Number: NEB LAW 125

Long-Term Energy Demand

Description: Information on energy demand hearings, supply and demand forecasts, and demand and disposition projects.

Topics: Total Energy Supply and Demand Inquiry; energy demand forecasts; demand and disposition.

Access: Files arranged by subject.

Program Record Number: NEB ECB 240

Macro-Economic Forecasts on the Canadian Economy

Description: Macro-economic forecasts on the Canadian economy and their relationship to energy forecasts.

Topics: Statistical reports and returns; macro-economic forecasting model studies; committees, boards, commissions, etc. related to macro-economic forecasting.

Access: Files arranged by subject and committee.

Program Record Number: NEB ECB 245

Minutes of Meetings

Description: Official minutes of all meetings of the Board and officially former panels of the Board.

Topics: Certificates of Public Convenience and Necessity – oil and gas pipelines and electric power lines; licences and orders to export oil, natural gas and electricity; safety orders relating to pipelines; environmental matters with respect to oil and gas pipelines and electric power lines; rates, tolls and tariffs of pipelines under Board jurisdiction, Energy Administration Act; Northern Pipeline Act; supply, demand, surplus of oil, gas and electric power.

Format: Microfilm.

Program Record Number: NEB OOS 100

National Oil Policy

Description: Correspondence on the national oil policy with various oil and pipeline companies, federal government departments and the National Energy Board.

Topics: Policy; National Oil Policy Review, 1969; redefining the Ottawa Valley; imports and transfer – gasoline; control of movements across Ottawa Valley line; petrochemical industry – export and import; oil import and transfer program; crude oil price survey; oil import cost compensation program; deep water facilities; deregulation – June 1985.

Program Record Number: NEB GAO 190

Natural Gas Pricing and Marketing

Description: Correspondence on marketing and pricing of natural gas and gas products, and reports of revenue by gas or pipeline companies.

Topics: Special market research; market value; propane and butanes pricing; revenue flowback by gas and pipeline companies; Energy Administration Act, Part III (Domestic Gas).

Access: Files arranged by subject and gas or pipeline company.

Program Record Number: NEB GAO 130

Nuclear Energy

Description: Published material and correspondence on nuclear energy.

Topics: Heavy water; uranium; fusion.

Program Record Number: NEB EPB 310

Oil and Natural Gas Reserves

Description: Information on oil and gas pools, including raw data, Board assessments and published material on reservoir analysis techniques.

Topics: Gas reserves; oil reserves; decline curve analysis; models and simulation; secondary and tertiary recovery.

Access: Files arranged by pool; each contains information on reservoir parameters, historical performance and assessments made by the Board staff.

Program Record Number: NEB ESB 290

Oil Refining Capacity and Processing

Description: Correspondence with refineries and selected oil companies on their forward projections of oil refining capacity and processing.

Topics: Ontario Refineries' Hearing, 1968; refining survey of Atlantic provinces and Quebec, Region 1 and 2; refining survey of central and eastern Canada, Region 1, 2 and 3; refining survey, Region 5; refining survey of British Columbia; processing and supply survey 1974–85, 1977–83 and 1979–85.

Program Record Number: NEB GAO 235

Oil, Natural Gas Liquids (NGL) and Natural Gas Production

Description: Information on historical and current production of hydrocarbons in Canada.

Topics: Crude oil and equivalent; NGL; natural gas.

Access: Files arranged by product and province.

Program Record Number: NEB ESB 285

Operation of Oil and Gas Pipelines

Description: Correspondence on the operation and maintenance of pipelines.

Topics: Corrosion Control Program; letters patent; design factors; safety; signs and markers; schematic drawing of pipelines; sandblasting; line pipe specifications; high energy impact joining of line pipe; reversal of pipeline; negative salvage.

Program Record Number: NEB PEO 065

Parliamentary and Ministerial Enquiries

Description: Information on questions raised by Members of Parliament in the House of Commons and correspondence to the Minister that has been referred to the Board for preparation of a reply.

Topics: Parliamentary enquiries – may cover, but are not limited to, queries on personnel, budgets, advertising, accommodations, equipment, person-years; correspondence to the Minister, usually on energy-related matters for which the Board is responsible – certification of interprovincial and international oil and gas pipelines, international electric power lines, exports of oil, gas and electricity, supply and demand of oil, gas and electricity; complaints against pipeline companies.

Program Record Number: NEB OOS 105

Pipeline Associations and Committees

Description: Correspondence between the Board and various pipeline, oil and gas, and standards associations; also information on liaison with various committees, conferences and oil and gas pipeline companies.

Topics: Associations dealing with pipelines and engineering matters; institutes for engineering and pipeline matters; committees of the Canadian Standards Association; Task Force on Pipelines; conference on engineering and pipelines; co-operation and liaison with oil and gas pipeline companies.

Access: Files arranged by association, committee, conference and pipeline company.

Program Record Number: NEB PEO 075

Pipeline Construction

Description: Information on the application for certificates and orders to build a pipeline, to commence construction, leave to open a

pipeline (commence operation), or to cross a pipeline by a facility over or under a pipeline, submitted by a company or by a private citizen; also documentation for interventions and appeals submitted by interested parties.

Note: Applications to build a pipeline, transcripts of hearings and Reasons for Decisions are held in the Board library.

Topics: Applications for certificates and orders; applications to construct a pipeline; applications to construct a compressor station, gas plant, meter station, pump station and terminal; crossing of a pipeline by a buried cable, overhead cable, road, ditch, building, parking lot, etc.; crossing of a facility by a pipeline; appeals and interventions; environmental assessment and effect on pipelines; routine facility inspection reports.

Access: Files arranged by company and location of pipeline.

Program Record Number: NEB PEO 080

Pipeline Development Projects

Description: Correspondence on northern oil and gas development.

Topics: Task Force on Northern Oil Development; gas Arctic systems; northern gas pipelines; northern gas transportation; Petro-Canada proposed Arctic power project; polar gas project.

Access: Files arranged by task force committee.

Program Record Number: NEB PEO 060

Pipeline Incidents or Accidents

Description: Reports of leaks, breaks, dents and buckles of oil and gas pipelines, including property damage, injury or death of personnel.

Topics: Leaks and breaks; dents and buckles; storage and use of lubricants; metallurgical investigations; repair program for the Sarnia-Montreal extension.

Access: Files arranged by pipeline and location of the leak, break, dent or buckle.

Program Record Number: NEB PEO 070

Public Hearing Process – Applications to the National Energy Board and Reasons for Decision

Description: Copies of all applications made to the Board, exhibits and other public hearing documents and reasons for decision.

Note: Copies of applications and the Board's reasons for decision are held in the library.

Topics: Certificates of Public Convenience and Necessity for construction and operation of oil and gas pipelines and electric power lines; licences for the export of oil, gas and electric power; rates, tolls and tariffs of pipeline companies under Board jurisdiction.

Access: Files arranged by applicant, company and year.

Program Record Number: NEB OOS 085

Rates and Tolls

Description: Information on the applications and supporting documents for rates and tolls submitted by pipeline companies; also copies of interventions submitted by interested parties, and copies of gas company sales and purchase contracts.

Note: Applications, transcripts and reasons for decision are held in the National Energy Board library.

Topics: Rate applications; interventions; complaints and investigations; price surveillance; sales contracts; purchase contracts; rates for gas.

Access: Files arranged by company.

Program Record Number: NEB FRB 005

Renewable Energy

Description: Published material and correspondence on renewable energy.

Topics: Biomass; geothermal; heat pumps; solar; tidal; wind; alcohol; peat.

Program Record Number: NEB ESB 305

Socio-Economic Impact of Pipeline Projects

Description: Information on the regional economics of pipeline projects and their impact on socio-economic factors.

Topics: International developments; socio-economic studies; socio-economic impacts of specific applications.

Access: Files arranged by application.

Program Record Number: NEB ECB 265

Statistical Reports

Description: Statistical reports from provincial agencies and other private agencies on production, demand and forecasts.

Topics: Long-term energy; energy demand; production statistics.

Access: Files arranged by subject and province.

Program Record Number: NEB ESB 300

Statistics

Description: Statistical data on the export of electric power, supply and demand of electricity, forecasts, import of electricity.

Note: Report on Ontario Hydro forecast of load and capacity is held in the Board library.

Topics: Monthly reports by power companies on the export of electric power and energy; supply, demand and distribution forecasts; various reports compiled by Statistics Canada; Ontario Hydro's forecasts of power load capacity report; Canadian Electric Utilities: Analysis of Generation and Trends.

Access: Files are arranged by company and forecast.

Program Record Number: NEB EPB 185

Statistics

Description: Statistical data on exports and imports of natural gas and gas products, and on supply and disposition of propane and butanes.

Note: Certain statistics are provided by companies on a confidential basis and are available in aggregate form only. Statistics are held in the Board's library.

Topics: Propane and butanes supply and disposition, export and import volumes and average prices of natural gas and gas products and authorized volumes.

Access: Files arranged by subject and company.

Program Record Number: NEB GAO 141

Statutes and Regulations

Description: Working papers and other relevant material used by the branch in the preparation of amendments to statutes and regulations.

Topics: National Energy Board Act and Regulations; Energy Administration Act; Northern Pipeline Act.

Program Record Number: NEB LAW 115

Traffic

Description: Applications and related correspondence for orders to obtain access to transportation services on interprovincial and international gas pipelines; complaints about discrimination.

Topics: Interim orders to receive transport and deliver gas.

Access: Files arranged by company.

Program Record Number: NEB GAO 142

Uniform Accounting Regulations for Oil and Gas

Description: Correspondence between companies in Canada, the United States government and the National Energy Board on uniform accounting regulations.

Topics: Uniform classification of accounts and document retention regulations.

Access: Files arranged by subject, and oil and gas company.

Program Record Number: NEB FRB 020

United States

Description: Information on liaison with American federal and state departments on mutual electric and atomic energy problems.

Topics: Atomic Energy Commission; Acts and Regulations; uranium; nuclear electric power; Hanford Electric Generating Plant; geothermal

energy; Jersey City Nuclear Power Project; U.S. Federal Power Commission; North American Electric Reliability Council; U.S. power – failures, projects, shortages, rates and statistics.

Program Record Number: NEB EPB 180

United States Regulatory Agencies for Natural Gas and Gas Products

Description: Correspondence between the National Energy Board and U.S. federal and state departments and agencies on natural gas and gas product matters.

Topics: Acts and regulations for natural gas; export and imports of natural gas; pricing of natural gas; supply, demand and storage; synthetic natural gas; gas rates; natural gas survey.

Program Record Number: NEB GAO 145

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Employment and Staffing

Finance

Proactive Disclosure

Relocation

Travel

Particular Personal Information Banks

Access Request Data Bank

Description: This bank contains the access request forms sent by individuals, the Board's replies and information relating to their processing.

Class of Individuals: All who submitted access reports.

Purpose: To respond to requests for information, submitted under the Access to Information Act and the Privacy Act.

Consistent Uses: To retain access requests and their replies for future reference, and to report on the number of access requests received annually. Disclosure is on request, but if the request is for someone other than the individual who sent in the original access form, that individual's name and personal data elements are deleted from the reply. There is no linkage or matching.

Retention and Disposal Standards: These records are retained for two years. Retention and Disposal Standards currently under review.

RDA Number: 96/042

Related PR#: NEB OOS 105

TBS Registration: 000751

Bank Number: NEB PPU 020

Applications for Employment

Description: This bank contains all applications received requesting employment with the National Energy Board. The files include completed application forms, letters and curriculum vitae of persons interested in working with the Board. Access to this bank requires a name and the year in which the application was submitted.

Class of Individuals: All applicants for employment.

Purpose: For screening whenever openings become available.

Consistent Uses: To store employment applications for future reference. Disclosure is on request to the original applicant. Other enquirers are provided with statistics only. There is no linking or matching.

Retention and Disposal Standards: Documents are retained for six months then shredded.

RDA Number: 96/042

Related PR#: NEB PRN 920

TBS Registration: 000749

Bank Number: NEB PPU 010

Contracts

Description: This bank contains details of all contracts entered into by the National Energy Board (NEB) for the procurement of services, including personal services. The bank contains basic data such as education qualifications, work-related experience, termination dates, amount of fees paid, etc. Contracts awarded by the Department of Supply and Services on behalf of the Board are included.

Class of Individuals: Those who have provided the Board with services under contract.

Purpose: To make a decision on the selection of the most suitable candidate to fill specific requirements.

Consistent Uses: To record, retain and monitor all contracts. These records are also used during the auditing function. Disclosure is on request. There is no linkage or matching.

Retention and Disposal Standards: These files are retained for six years after completion and non-renewal of the contract and then shredded.

RDA Number: 96/042

Related PR#: NEB PRN 914

TBS Registration: 000750

Bank Number: NEB PPU 015

Interventions and Letters of Comment

Description: This bank contains the interventions and letters of comment filed with the Board by companies, public interest groups, and individuals who have participated in the Board's regulatory proceedings. All such documents are public and form part of the record of proceeding. Documents may be retrieved by providing the name of the application to which the document relates and the name of the participant.

Class of Individuals: Individuals who have participated in the regulatory proceedings of the National Energy Board.

Purpose: For consideration of these submissions by the Board in arriving at quasi-judicial decisions on applications before it.

Consistent Uses: To maintain a record of all interventions and letters of comment filed with the National Energy Board, relating to any applications. Disclosure is on request because all these documents are public. There is no linkage or matching.

Retention and Disposal Standards: Documents retained for 40 years then the status of facility is reviewed. If the facility is decommissioned and retention is applied then files are passed to the National Archives of Canada to become part of the history of Canada.

RDA Number: 96/042

Related PR#: NEB OOS 085

TBS Registration: 000748

Bank Number: NEB PPU 005

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Personnel Security Screening

Relocation

Travel

Classes of Personal Information

Office of the Secretary Files

In the course of its programs and activities the National Energy Board may accumulate personal information which is not contained in the specific personal information banks listed in this entry. Such information may include an individual's name, address, telephone number, or opinion on a specific matter. These data are stored as part of the general subject files and the records are not

normally retrievable by the name of the individual or other identifier.

Such personal information is provided by individuals in requesting publications, general information, funds for projects they are conducting, or in providing their comments or opinions on various topics.

To retrieve this type of personal information, the enquirer must state the specific subject matter of the correspondence, the name of the person, and the approximate date on which the correspondence was forwarded to the Board.

The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Manuals

- Environmental Operations Procedure Manual
- Environmental Surveillance Manual
- General Guidelines for Processing Hearing Applications
- Memorandum of Guidance, Re: Regulation of Group 2 Companies
- Pipeline Construction Inspection Manual, November 1984

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the National Energy Board, its functions and mandate, may be directed to:

National Energy Board
444 Seventh Avenue S.W.
Calgary, Alberta T2P 0X8

Telephone: 403-292-4800

Toll-free Telephone: 1-800-899-1265

Reading Room

The Board has designated a public reading room under the Access to Information Act. The reading room is located in the Board's Library at:

Ground Floor
444 Seventh Avenue S.W.
Calgary, Alberta

The hours are 09:00 to 16:00, Monday to Friday.

National Farm Products Council

Chapter 111

General Information

Background

The National Farm Products Marketing Council was established in 1972 under the Farm Products Marketing Agencies Act. This Act amended by Bill C-54 assented the 25th of February, 1993 is now called the Farm Products Agencies Act therefore the National Farm Products Council.

Responsibilities

The National Farm Products Council is responsible for supervising the Canadian farm products agencies established under the Farm Products Agencies Act. The Council works with these agencies and provincial governments to promote an efficient and competitive industry for the products concerned. The Council also administers the Agricultural Products Marketing Act.

Legislation

- Agricultural Products Marketing Act, 1949
- Farm Products Agencies Act

Organization

Council

The Council is responsible for policy decisions and for the ultimate objectives and goals of the National Farm Products Council. All council members are appointed by Order-in-Council. The Chairperson is a full time GIC appointee with all other members serving on a part time basis.

Office of the Chairperson

This section of the organization involves the Chairperson and Executive Director. Responsibility is for the Council's strategic policy setting, direction and activities plus responsibility and accountability for the administrative operations.

Policy and Operations

This section is responsible for the day to day monitoring of the farm products agencies' operations and for reporting their findings to Council. The staff is also called upon to perform special tasks or conduct studies regarding existing

or possible new agencies. It provides analysis and documentation for Council's decisions.

Regulatory Affairs

This section is responsible for processing agency orders and regulations and for the administration of the Agricultural Products Marketing Act. The section also manages complaints received by the Council and public hearings as required.

Management Services

This section is responsible for records management, property management, material management, Access to Information and Privacy Legislation, general administration and for the financial, personnel and support functions for Council members and staff.

Information Holdings

Program Records

Canadian Marketing Agencies

Description: Information on the Canadian farm products agencies: the Canadian Egg Marketing Agency, the Canadian Turkey Marketing Agency, the Chicken Farmers of Canada, the Canadian Broiler Hatching Egg Marketing Agency and the Canadian Beef Cattle, Research, Market Development and Promotion Agency. Records are located at the National Farm Products Council.

Topics: Federal and Provincial levies; information services; hearings; quotas; cost of production; production surveys; programs; reports and statistics; statutory orders and regulations; surplus egg removal; interprovincial and export trade; marketing agencies (organization, minutes of proceedings, administration, finances, etc.).

Format: Minutes of council meetings, files.

Program Record Number: FPM FPM 010

Marketing Operations

Description: Information on liaison with commodity producers' associations, provincial agricultural departments, provincial marketing boards and other councils on matters related to marketing operations. Records are located at the National Farm Products Council.

Topics: Interprovincial and export trade; statutory orders and regulations; reports and statistics; commodities – Poultry Eggs and Hatching Eggs and Beef (minutes of proceedings).

Format: Minutes of Council meetings, files.

Program Record Number: FPM FPM 005

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Employment and Staffing

Finance

Hospitality

Proactive Disclosure

Procurement

Relocation

Travel

Particular Personal Information Banks

Access Requests Files

Description: This bank contains requests under the Access to Information Act, submitted by individuals or organizations to access records, the replies to such requests, and any other information relevant to the processing of the requests.

Class of Individuals: Individuals or organizations.

Purpose: Records are compiled to process access requests, and for research and statistical purposes.

Consistent Uses: This bank is used for reference and statistical purposes.

Retention and Disposal Standards: Two years and then destroyed.

RDA Number: 98/001

Related PR#: FPM PRN 1425

TBS Registration: 000477

Bank Number: FPM PPU 015

Applicants Inventory

Description: The purpose of this information bank is to maintain an inventory of candidates seeking employment with the National Farm Products Council. Applications come from within and outside the public service. The applications contain personal characteristics and histories describing the educational and working backgrounds of the applicants. Some applications also contain unsolicited performance appraisals.

Class of Individuals: Applicants.

Purpose: Records are maintained for general administration.

Consistent Uses: This bank is used for administrative purposes only.

Retention and Disposal Standards: Two years and then destroyed.

RDA Number: 98/005

Related PR#: FPM PRN 920

TBS Registration: 000479

Bank Number: FPM PPU 025

Expenditure Records

Description: This bank contains information to support payments made to the general public and government departments for the provision of goods and services to the Government of Canada.

Class of Individuals: Private companies and government departments.

Purpose: Supporting documentation for payment of accounts.

Consistent Uses: This bank is used for accounting, reference and statistical purposes.

Retention and Disposal Standards: Six fiscal years and then destroyed.

RDA Number: 99/004

Related PR#: FPM PRN 915

TBS Registration: 000480

Bank Number: FPM PPU 030

Financial Records

Description: The purpose of this bank is to record program expenditures and revenues. It contains files on payments for travel and relocation, reimbursements for allowable charges and contractual agreements.

Class of Individuals: Employees of the Council.

Purpose: Records are compiled for the control and administration of the expenditures of the Council.

Consistent Uses: The bank is used for accounting, reference and statistical purposes.

Retention and Disposal Standards: Six fiscal years and then destroyed.

RDA Number: 99/004

Related PR#: FPM PRN 914

TBS Registration: 000478

Bank Number: FPM PPU 020

Personal Service Contracts

Description: This bank maintains a record of personal service contracts awarded. The bank is comprised of case files which contain the contracts, description of duties, length of service, remuneration, any other approved terms and conditions deemed necessary and other related correspondence. It may also contain the curriculum

vitae and social insurance numbers of some individual contractors.

Class of Individuals: Consultants.

Purpose: Records are compiled for administration and financial reasons on all personal service contracts for proper control, accounting, substantiations and authority.

Consistent Uses: This bank is used for the award of personal service contracts and their controls.

Retention and Disposal Standards: Six fiscal years and then destroyed.

RDA Number: 99/004

Related PR#: FPM PRN 912

TBS Registration: 000475

Bank Number: FPM PPU 005

Private Sector Consultants

Description: This bank is a record of consultants and consulting firms from the private sector that have requested registration with the Council. The data bank contains individual and/or firm names, addresses and areas of specialization.

Class of Individuals: Consultants.

Purpose: Records are compiled for general administration.

Consistent Uses: This bank is used for selection and awarding of personal service contracts.

Retention and Disposal Standards: Two years and then destroyed.

RDA Number: 99/004

Related PR#: FPM PRN 912

TBS Registration: 000476

Bank Number: FPM PPU 010

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Relocation

Travel

Manuals

- Governance Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Council and its various functions may be directed to:

Executive Director
National Farm Products Council
Canada Building
344 Slater Street
Ottawa, Ontario K1R 7Y3
Telephone: 613-995-6752

Reading Room

An area on the premises of this institution has been designated under the Access to Information Act as a public reading room. The address is:

Canada Building
344 Slater Street, 10th Floor
Ottawa, Ontario

National Film Board of Canada

Chapter 112

General Information

Background

The National Film Board of Canada ("NFB") was established by an Act of Parliament on May 2, 1939. It is presently governed by the National Film Act, R.S.C. 1985, ch. N-8, as amended. The NFB reports to the Minister of Canadian Heritage. Its mandate is "to produce and distribute films and other audiovisual works intended for Canadian audiences and foreign markets, to increase the knowledge and understanding of the social and cultural realities of Canada".

Responsibilities

In its mission statement, the NFB expresses its mandate as follows: to produce and distribute distinctive, culturally diverse, challenging and relevant audiovisual works that provide Canada and the world a unique Canadian perspective.

Recent NFB productions include documentaries, animated films and multimedia works. NFB films can be purchased via the customer services telephone (1-800-267-7710 in Canada, 1-800-542-2164 in the U.S.) or on line at the i-stores on the NFB website includes the full catalogue of the NFB's productions as well as other information on its activities. NFB films can also be viewed and obtained at the NFB's Mediatheques in Toronto and Montreal or through an important number of public libraries in Canada. NFB productions are broadcast on conventional and specialty channels, they can be seen in theatres or community centres at public screenings, at film festivals in Canada and abroad and certain films can be viewed on the NFB website. They are distributed in Canada and abroad directly by the NFB or through authorized distributors.

The NFB English and French Program Branches produce and coproduce audiovisual works. NFB production centres are located in Vancouver, Edmonton, Winnipeg, Toronto, Quebec City, Montreal, Moncton and Halifax. A large proportion of NFB productions are made by freelance filmmakers from across Canada. The NFB's annual production is approximately 100 original audiovisual works and 40 versions or adaptations of existing productions.

Legislation

- National Film Act, R.S.C. 1985, c. N-8, as amended.

Organization

The NFB is headed by the Government Film Commissioner, with the support of the Director General of the English Program, the Director General of the French Program, the Director General of Distribution, the Director General of Marketing and Communications, the Director of Technical Innovation and Resources, the Director of Strategic Planning and Government Relations, the Director of Administration, the Director of Human Resources, and the Secretary to the Board of Trustees who is also the Director of Business Affairs and Legal Services.

The NFB is divided into nine major areas of responsibility:

Administration

This branch comprises financial operations, accommodations, material resources and information technologies.

Board of Trustees Secretariat and Business Affairs and Legal Services

In addition to acting as the Board of Trustees Secretariat, this branch is responsible for business affairs and legal services, the administration of the Access to Information Act, the administration of the NFB Conflict of Interest and Post-Employment Code, the rights management of the film collection and the application of the requirements of the Public Service Employment Act with respect to political activities of public servants.

Marketing and Communications

This branch is responsible for institutional marketing and the marketing of all NFB releases as well as internal and external communications, film festival relations, public relations, corporate affairs and partnership development, including outreach activities in the institutional sector in Canada. Marketing and Communications operates the NFB's Mediatheques in Montreal and Toronto and is also responsible of the development and the operation of the Internet and Intranet sites.

Distribution

This branch does commercial activities and is responsible for the NFB's distribution and sales activities, as well as the NFB's. Distribution also oversees the exploitation of the NFB Stock Shot Library, the operations of the Customer Service and the i-stores on the NFB's website.

English Program

This branch produces English-language films and multimedia products for audiences in Canada and abroad. It produces and co-produces mainly documentaries, animated films and multimedia and interactive productions, out of studios located in Montreal, Halifax, Toronto, Winnipeg, Edmonton and Vancouver.

French Program

This branch produces French-language films and multimedia products for audiences in Canada and abroad. It produces and co-produces mainly documentaries, animated films and multimedia and interactive productions, out of studios located in Montreal, Quebec City, Moncton and Toronto.

Human Resources

This branch is responsible for the overall services and policies related to human resources management, staffing, pay and benefits, classification, organizational development and training, organizational communications, the employment equity program, staff relations including the negotiation of collective agreements, the negotiation of scale agreements with artists' and performers' associations, occupational safety and health and protection of personal information.

Strategic Planning and Government Relations

This branch is responsible for strategic and operational planning of the institution as a whole, application of the program evaluation policy and internal audit and government relations. This branch is also responsible for information management and the application of the Public Servants Disclosure Protection Act.

Technical Innovation and Resources

Technical Innovation and Resources is responsible for the NFB's research and development activities, continuing the Film Board's long and distinguished history of technological advancement in cinema. The department assures the accessibility, quality and longevity of the NFB collection, and

also provides a wide range of post-production services in order to meet the needs of the NFB's production, marketing and communication, and distribution branches.

Information Holdings

Program Records

Business Affairs and Legal Services

Description: Information related to legal files regarding production and distribution operations of the NFB, legal documents pertaining to film rights management and legal documents related to NFB's activities, access to information requests.

Topics: Information on acquisition and management of rights, various contracts relative to productions, various legal documents, requests for access to information.

Access: Information with restricted access because of the legal nature of the documents, filed by film title or other work, project name, supplier name, partner, agent or distributor.

Program Record Number: NFB BOT 005

Collection Management

Description: Information related to the films, their use and the collection conservation, Rights management of the collection, information on stock shots, the phototheque, archives (on paper support), sound library and partner libraries.

Topics: Information on NFB products.

Access: Information regarding the film collection is available on the NFB's website and is filed by film title, subject, name of main artists and artisans of the film (list of credits) and by year. Certain databases are meant for internal use only (Ex. volts and rights management).

Program Record Number: NFB COM 010

Marketing and Communications

Description: Information on NFB activities, the promotion of films, the film collection, and participation in festivals.

Topics: Contacts with media; publication of press releases; brochures; advertizing and promotion; annual report; Internet and Intranet sites; presentations and submissions to regulatory bodies and Parliament.

Access: The majority of the information is available on the NFB's website, filed by date, by film title, by name of the event or by name of the document. However, the access to the information related to the members of the NFB Club is restricted and meant for internal use only.

Program Record Number: NFB COM 015

Distribution

Description: Information on distribution of films and multimedia products in Canada and abroad.

Topics: Information on customers, distributors, agents, contracts, sale revenues, markets and sale territories, price lists, acquisitions, commercial partnerships, and the NFB Film Club.

Access: Internal databases for internal use only, may contain third-party confidential information and confidential information with restricted access.

Program Record Number: NFB EFM 025

Festivals, Awards and Special Events

Description: Information on the various festivals, awards and film events in which the NFB participates.

Topics: Selection of films; registration to the festivals; information on filmmakers participating in the festival/film events; awards received.

Access: Information filed by film title, by name of festival, by name of director, by name of price recipient and by year.

Program Record Number: NFB INT 010

Strategic Planning and Government Relations

Description: Strategic and operational planning.

Topics: Report on Plans and Priorities (expense budget) of the NFB, program evaluation, performance reports, internal audit reports and socio-economics studies, presentations and submissions to regulatory bodies and Parliament.

Access: Certain reports are public and the information is filed by activity, subject-matter, internal program and year.

Program Record Number: NFB PEA 030

Production

Description: Information on the production and co-production of films and multimedia products by the English Program and the French Program.

Topics: Film proposals; budgets, research projects, various contracts, third party financial statements; freelancer contracts; documents related to the program: Aide au cinéma indépendant of the French Program and the Filmmaker Assistance Program of the English Program.

Access: Information filed by project title, film title and sometimes, by name of director. These databases are for internal use only with restricted access.

Program Record Number: NFB EFP 035

Technical Research

Description: Information on testing and analysis of new materials and processes for professional filmmaking and distribution.

Topics: Research and development in film distribution and production, multimedia, digitization and implementation of audiovisual technical standards.

Access: Information filed by research project and by name of partner. Access to certain informations are restricted access because of their confidential nature.

Program Record Number: NFB TRF 040

Technical Services

Description: Internal loan of filmmaking equipment and provision of post-production services.

Topics: Price lists, lists of availabilities and use of resources and equipment.

Access: Internal database for internal use only. Information filed by project name and by customer name.

Program Record Number: NFB TSF 045

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Administration

Administration and Management Services

Audits

Automated Document, Records, Information Management Systems

Budgets

Buildings

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Hospitality

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement
Relocation
Salaries and Wages
Staff Relations
Training and Development
Travel

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality
Relocation
Travel

Manuals

- Conflict of Interest and Post-Employment Code
- Emergency Procedure Manual
- Human Resources Manual
- Internal policies concerning cinematographic productions
- Policy Concerning the Use of E-mails, Internet and Intranet
- Policy Concerning the Use of NFB Equipment For Personal Purposes
- Policy relating to the Protection of Personal Information
- Policies concerning the identification and the Treatment of Classified and Protected Assets and Information

General Enquiries – Montreal:
Telephone: 514-283-9246
Facsimile: 613-283-8971
Customer Service: 1-800-267-7710
Internet: www.nfb.ca

Co-ordinator, Access to Information:
Telephone: 514-283-9163
Facsimile: 514-496-1646

Co-ordinator, Privacy:
Telephone: 514-283-9115
Facsimile: 514-283-5850

Reading Room

In accordance with the Access to Information Act, the NFB has designated an area on the premises of two of its offices as public reading rooms. The addresses are:

Constitution Square
360 Albert Street, Suite 1560
Ottawa, Ontario

or

3155 Côte de Liesse Road
St-Laurent, Quebec

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please direct requests for general information about the National Film Board of Canada to:

General Enquiries – Ottawa:
Telephone: 613-992-3615
Facsimile: 613-947-2537

National Gallery of Canada

Chapter 113

The annual update for this institution was not received for inclusion in the 2007–2008 version of this Info Source publication. The following is from the 2005–2006 version of Info Source.

General Information

Background

The National Gallery of Canada (NGC), a Crown corporation, was established in 1990 by the Museums Act.

Responsibilities

The corporate objectives of the National Gallery of Canada are to develop, maintain and make known, throughout Canada and internationally, a collection of works of art, historic and contemporary, with special but not exclusive reference to Canada, and to further knowledge, understanding and enjoyment of art in general among all Canadians.

Legislation

- The Museums Act, 1990

Organization

Director's Office, Deputy Director's Office, Administration and Finance

These provide overall guidance, direction and common services to the programs and operations of the National Gallery of Canada. Included in these common support services are administrative, financial, personnel, records, information and technology, bookstore, audit, facilities and security. Also it provides the secretariat for the Board of Trustees.

Collections and Research Branch

This Branch is responsible for the following operational areas: curatorial, registration, restoration and conservation, photography and a research library. The Branch develops a record of visual art, historic, modern and contemporary, situates that record within an international cultural context, and maintains documentary records on the condition and cultural and historical origins of the objects collected. Through the Library, the Branch provides a major study and teaching resource for

Canadian and international artists, scholars and students, and interested members of the public.

Public Affairs Branch, Exhibitions and Installation Branch

These branches make the collection of more than 40,000 works of art and related knowledge accessible to national and international audiences through its displays of the permanent collections and special exhibitions, education services, publications, sales and media relations.

Canadian Museum of Contemporary Photography

An affiliate of the NGC since 1985, this museum undertakes a broad range of activities involving contemporary Canadian photographs and photographers. Its activities include acquisition and ordering of photographs, public programs, travelling exhibitions, loans, publications, educational programs, special exhibitions and national service.

Information Holdings

Program Records

Acquisition of Collections

Description: Information on the policy for the acquisition of works of art through purchases, gifts and donations; acquisition of historic Canadian art; offers of works of art that have been accepted and rejected; and examination reports for new acquisitions.

Topics: Gifts proposed, approved and rejected; purchases – paintings, photographs, prints and drawings, sculptures; insurance; major acquisitions; preliminary correspondence with artists, collectors and dealers on acquisitions; correspondence with dealers, donors, collectors and artists; conservation; and examination reports.

Program Record Number: NGC NGA 005

Artists' Files

Description: Information on artists – biographies, exhibitions and places where they have exhibited their works; and correspondence.

Topics: Records related to individual artists by name.

Program Record Number: NGC NGH 140

Conservation

Description: Information on the conservation and preservation of artifacts, including prevention of deterioration through care and maintenance, suitable physical environment for storage and correct handling and packaging procedures for transportation.

Topics: Conservation of works of art; National Gallery collection; examinations, inspections, restorations, analysis of pigments, varnish and lacquer; damages to paintings and works of art on loan; architectural conservation; L'Assemblée nationale du Québec; conservation procedures for sculptures, paper-deacidification, thermo paper, ageing; and safety of prints and drawings.

Program Record Number: NGC NGI 160

Exhibitions, Expositions and Fairs

Description: Information on: permanent, travelling and special exhibitions, policy, exhibit planning and proposed exhibitions; Ottawa exhibitions; correspondence with lenders and inter-office correspondence dealing with the planning of exhibitions and catalogues; international and travelling exhibitions between 1959 and the present; exhibitions of prints and drawings; and aspects of exhibiting, exhibit planning and proposed exhibitions.

Topics: Schedules of exhibition programs; extension services; proposed exhibitions; publicity and advertising; invitations; special exhibitions; offers and suggestions for exhibitions; exhibitions in Canada and foreign countries; National Gallery involvement in exhibitions organized by other organizations; proposed exhibitions refused; in-house collection-generated exhibitions; lighting for exhibitions in galleries; schedules of exhibition programs.

Program Record Number: NGC NGB 020

Loans

Description: Information on: incoming and outgoing loans for exhibitions, government residences, ministers' offices; loans of National Gallery works of art to government departments and museums, universities and institutions in Canada and abroad.

Topics: Policy; loans approved and rejected to museums and galleries around the world; loans to government; restricted loans list; general correspondence and policy; Canadian loans – approved and rejected; non-Canadian loans – approved and rejected; war art; and loans for exhibitions.

Program Record Number: NGC NGC 040

Operations

Description: Information on: the general operations of the National Gallery of Canada; on the general operation of the Museum of Contemporary Photography.

Topics: Movement of works of art; chemicals; lining techniques technical studies; insurance safety; steps used in the preparation of opaque cross-section. Policy; prints and drawings; corporate sponsorship; curatorial operations; special events; movement of photographs.

Program Record Number: NGC NGD 060

Photographic Services

Description: Information on: the gallery's photographic services; registration; education services; education policy; multi-media.

Topics: Technical photography; acquisitions; procedures; colour transparencies.

Program Record Number: NGC NGF 100

Publications

Description: Information on various aspects of publications activities at the National Gallery of Canada; National Gallery publications for exhibitions and collections during the years before 1958 and between 1959 and the present; general information on books and publications and on various aspects of publication activities at the Canadian Museum of Contemporary Photography.

Topics: Policy; permanent catalogue project; copyright and reproduction rights; bilingualism in publications; bulletins; journals; Canadian Artists series; catalogues for National Gallery collections; exhibition catalogues; acquisitions of books and other publications; submissions to outside publications; publications of the National Gallery; Bulletin No. 9; restoration and conservation laboratory journal; exhibitions, photography, printing and typesetting, purchases and sales; discounts; price evaluation; distribution lists; policy; copyright and reproduction rights; regular newsletter; mailing list.

Program Record Number: NGC NGG 120

Research

Description: Research files on exhibitions the curators have organized; individual research dossiers for art objects in the collections of the National Gallery; information on: the various processes used in photographic reproduction; on aspects of research and researchers; on collection content and the photographers; and library.

Topics: Canadian paintings, sculpture, decorative arts; Royal Canadian Academy Diploma works; non-Canadian paintings, sculpture, decorative

arts; Asian art; videotapes and films; computer image processing; biographical files; subject card index for photographs, digitisation of the collection and books, periodicals and catalogues relating to photography.

Access: These files are located in the office of the Curator of Historic Canadian Art.

Program Record Number: NGC NGE 080

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests
Finance

Particular Personal Information Banks

Collections

Description: This bank has complete information pertaining to the collection of objects by the National Gallery of Canada.

Class of Individuals: The information regards individuals with which the National Gallery of Canada deals, in relation to collecting.

Purpose: The purpose is to maintain complete information about objects collected or collectable by the National of Canada. The information is classified by objects. It is used to determine the value of objects for income tax or insurance purposes.

Consistent Uses: No consistent use.

Retention and Disposal Standards: Permanent Retention.

RDA Number: TBD

Related PR#: NGC NGA 005

TBS Registration: 004050

Bank Number: NGC PPU 005

Contract Files

Description: The purpose of this bank is to keep a record of all personal and professional service contracts entered into by the National Gallery of Canada. It contains information such as the request for service by the manager, the original contractual document, and reasons for not authorizing payment if the terms of the contract have not been met. Active files are kept within the Finance Division.

Class of Individuals: Information relates to individuals from the private sector under contract for services to NGC.

Purpose: For contracting services.

Consistent Uses: To maintain information on all service contracts entered into by NGC.

Retention and Disposal Standards: Six fiscal years, then destroyed.

RDA Number: 89/001

Related PR#: NGC PRN 914

TBS Registration: 004051

Bank Number: NGC PPU 010

Requests from Federal Investigative Bodies

Description: Contains requests for personal information made pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests.

Class of Individuals: Individuals being investigated by federal investigative bodies.

Purpose: To meet the requirements of the Act.

Consistent Uses: Compiling statistics relating to requests from federal investigative bodies.

Retention and Disposal Standards: Two years after resolution then destroy.

RDA Number: 89/001

Related PR#: NGC PRN 930

TBS Registration: 004053

Bank Number: NGC PPU 030

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests
Personnel Security Screening

Classes of Personal Information

Some NGC files summarized in the Program Records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about NGC collections, programs and services, information and advice given to individuals by NGC employees about museums and museum objects, and information about individuals in documents relating to grants or proposed grants to institutions.

These classes of personal information are kept on the relevant subject files and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, the NGC would need as much detail as possible

about the subject matter, the geographic location and the time the information would have come to the NGC.

The retention periods for these classes of personal information are the same as those for the subject files containing the information.

Manuals

- Acquisition Policy
- Communications Policy
- Human Resources Policy
- Information and Technology Policy

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Gallery, its components, and its various programs and functions may be directed to:

Public Affairs
National Gallery of Canada
380 Sussex Drive
P.O. Box 427, Station A
Ottawa, Ontario K1N 9N4
Telephone: 613-990-1935

Reading Room

The Corporation's library has been designated under the Access to Information Act as a public reading room. The address is:

Library
National Gallery of Canada
380 Sussex Drive
Ottawa, Ontario

National Parole Board

Chapter 114

General Information

Background

The National Parole Board, was created by the Parole Act in 1959. The Parole Act was repealed in 1992 and replaced by the Corrections and Conditional Release Act.

Responsibilities

The National Parole Board is an independent administrative tribunal within the Department of Public Safety Canada. The Board is authorized by law to make decisions in two areas: (1) it has exclusive authority under law to grant, deny or revoke parole or, under certain circumstances, to order the detention of offenders subject to statutory release; (2) it has authority to decide on whether to issue, grant, deny or revoke a pardon under the Criminal Records Act (CRA) and to make clemency recommendations under the Royal Prerogative of Mercy to the Government of Canada.

The Board's mission and legislated mandate is to contribute to the maintenance of a just, peaceful and safe society by making independent decisions on the timing and conditions of release of offenders and to make pardon decisions and recommendations on clemency.

The decision-makers are Parole Board members who are appointed by the Governor in Council (Cabinet) to offices in the Atlantic, Quebec, Ontario, Prairies, and Pacific regions and to the Appeal Division at the National Office in Ottawa. Board members can be appointed as full-time members or as part-time members. There are 45 full-time members who are appointed for periods of five years and there are an average of about 40 part-time members who are appointed for periods of three years.

The Corrections and Conditional Release Act (CCRA) authorizes the National Parole Board to make conditional release decisions about offenders serving sentences of two years or more in federal penitentiaries as well as those serving less than two years in territorial and provincial prisons in those provinces which have not established their own board of parole. Only Ontario and Quebec maintain parole boards for offenders serving

sentences of less than two years in their provincial institutions.

The Board uses information from police, prosecutors, courts, psychiatrists, judges, officers of the Correctional Service of Canada, the offender, victims and others to assess risk and make its decisions. Many conditional release decisions are made after Board members hold a face-to-face hearing with the offender. There are also a number of decisions that are made without a hearing but are made solely in the office based on a review of an offender's file.

The Criminal Records Act (CRA) empowers the Board to issue, grant, refuse to grant or revoke pardons for convictions under federal acts or regulations. Amendments to the CRA in 2000 authorize the Board to confirm that a pardon granted or issued to a person ceases to have effect.

If a pardon is in force, any federal agency or department that has records of convictions must keep the records of those convictions separate and apart. They may not disclose the information in the record without permission from the Minister of Public Safety.

Legislation

- Corrections and Conditional Release Act and Regulations
- Criminal Records Act
- Prisons and Reformatories Act

Organization

Chairperson and Executive Vice-Chairperson

The Chairperson is the chief executive of the National Parole Board who reports to the Minister of Public Safety and is responsible for all Board matters. Reporting directly to the Chairperson are the Executive Vice-Chairperson; the Executive Director; the Vice-Chairperson of the Appeal Division and the Vice-Chairperson in the Board's regional offices in Moncton, Montreal, Kingston, Saskatoon, Edmonton and Abbotsford; the legal Counsel and the Director of Communications & ATIP.

Executive Director

As the Board's Chief Operating Officer, the Executive Director is responsible for providing corporate leadership of the five regional offices and a number of divisions at the National Office in their provision of quality, cost-effective and coordinated support to the Board's decision-making process.

The National Office in Ottawa houses a number of Divisions including Legal Services, Integrated Management Services, Policy, Planning and Operations, Performance Measurement, Professional Development, Communications & ATIP and the Clemency and Pardons Division.

Integrated Management Services

Integrated Management Services is responsible for overall planning, coordination and direction of the National Parole Board's corporate services functions including Finance, Human Resources, Procurement, Security and Administration. The director is also the Board's Chief Information officer and is responsible for the management of the Parole Board information holdings including the maintenance and safekeeping of the Board's files and records and the disposal of those records in accordance with government of Canada policies and procedures. He is also responsible for the Board's information technology (IT) systems and liaison with the Correctional Service of Canada's Information Management Branch for providing the planning, design, development, acquisition and management of the Board's computer systems and network infrastructure.

Performance Measurement

The Performance Measurement Division is responsible for providing the National Parole Board with an independent and objective assessment of the performance of its programs and policies, and for making recommendations for their improvement. It also has responsibility for providing all statistics to support the management and improvement of programs and policies.

Policy, Planning and Operations

Policy, Planning and Operations, is responsible for the development of the broad policy framework governing the operations and administration of the National Parole Board's (NPB) conditional release and clemency and pardons programs and for coordinating NPB's contribution to major reviews and amendments to the Canadian Justice System legislation and operations. It also has responsibility

for the Board's strategic and operational planning processes and for providing broad functional advice and directions for regional operations, and for ensuring the conduct of research.

Professional Development and Decision Processes

The Professional Development and Decision Processes Division is accountable for the planning, coordination and direction of the following programs: 1) the Board Member training and development program; 2) the case audit and investigation program; 3) the coordination international activities; 4) the Board Member Appraisal process; and, 5) the application and interpretation of the Board Member Code of Professional Conduct.

Clemency and Pardons

The Clemency and Pardons Division is responsible for the efficient, effective and timely processing of pardon applications. It is also responsible for ensuring that all clemency requests are reviewed, and investigated when warranted.

Communications and Access to Information and Privacy

The Communication Division is responsible for managing the National Parole Board's communications program by providing advise, planning and support for all the communications activities of the Board including media relations, media monitoring, publications, speeches, exhibits and public inquiries. The division serves as a liaison with the department and minister's office, preparing briefing notes and Question Period notes for the Minister. The director is also responsible for managing the Access to Information and Privacy function of NPB as well as correspondence.

Information Holdings

Program Records

Clemency – General

Description: General information related to the administration of clemency, pardons and the Royal Prerogative of Mercy.

Topics: Legal issues, reports, statistics, correspondence.

Program Record Number: NPB NPB 010

Clemency – Criminal Records Act

Description: Information on requests for pardons under the Criminal Records Act; inquiries and investigations; reports, statistics and correspondence.

Topics: Requests for pardons, eligibility; hearings; investigations; decision; notifications; inquiries; correspondence, reports and statistical information.

Program Record Number: NPB NPB 015

Clemency – Royal Prerogative of Mercy

Description: Information on requests for consideration of the exercise of the Royal Prerogative of Mercy, inquiries and investigations in connection with any request; reports and statistics.

Topics: Submissions for the Royal Prerogative of Mercy, inquiries; investigations; referrals to Minister; amnesty; reports and statistics.

Program Record Number: NPB NPB 020

Operations – General

Description: Information on the general operations of criminal justice correctional matters.

Topics: Criminal records; incarcerations; offenses; offender management; rehabilitation; research and statistics.

Program Record Number: NPB NPB 005

Parole – Eligibility

Description: Information on the eligibility of offenders to be released on day parole, full parole or temporary absence.

Topics: Parole eligibility after revocation or termination; day parole; temporary absences.

Program Record Number: NPB NPB 030

Parole – General

Description: Information on the release of offenders on parole, statutory release, and temporary absences.

Topics: Agreements and exchanges; delegation of authority; inquiries; legal matters; parole boards and systems; quality control; statistics; research and evaluation.

Program Record Number: NPB NPB 025

Parole Release Programs

Description: Information on aspects of the release of offenders on full parole, day parole, or temporary absences, as well as the terms and conditions of parole.

Topics: Day parole; deportation; programs and projects general, special, release; temporary absences; terms and conditions.

Program Record Number: NPB NPB 035

Parole – Reviews

Description: Information on parole decision-making. It includes panel hearings or parole reviews to decide whether or not to grant parole or day parole and, if either is granted, the date on which it takes effect.

Topics: Board reasons – federal and provincial cases; parole by exception; case preparation; hearings; internal reviews; voting; evaluation.

Program Record Number: NPB NPB 040

Parole Supervision – Violations

Description: Information on the supervision and violation of parole, statutory release, apprehension of the released offender and recommitment.

Topics: Apprehension and recommitment; statutory release; revocation; supervision; supervision by after-care agencies; Community Residential Centres (CRCs) and Community Correctional Centres (CCCs); suspension; termination; detention past release date.

Program Record Number: NPB NPB 045

Parole – Audits and Investigations

Description: Information on audits or investigations into incidents in the community involving the death or serious harm of someone at the hands of an offender on some form of parole or conditional release.

Topics: The convening order with terms of reference, the facts pertaining to the situation being investigated, as detailed in a chronology and the issues developed during the investigation; the findings of the Board of Investigation Members; and the recommendations made on the basis of these findings.

Program Record Number: NPB NPB 050

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing
 Equipment and Supplies
 Finance
 Furniture and Furnishings
 Human Resources
 Hospitality
 Lands
 Occupational Health, Safety and Welfare
 Office Appliances
 Official Languages
 Pensions and Insurance
 Personnel
 Procurement
 Proactive Disclosure
 Relocation
 Salaries and Wages
 Staff Relations
 Training and Development
 Travel
 Utilities
 Vehicles

Particular Personal Information Banks

Information Disclosed to Investigative Bodies

Description: This personal information bank contains copies of the written requests or Treasury Board forms 350-56(83/2) (Request for Disclosure to Federal Investigative Bodies) forwarded by investigative bodies listed in schedule II of the Privacy Regulations to the National Parole Board under paragraph 8(2) (e) of the Privacy Act. These nation-wide requests are made for the purpose of law enforcement. This bank also contains the replies to such requests and information related to their processing.

Class of Individuals: Individuals who have been involved in investigations under the Criminal Code, federal and provincial statutes or municipal by-laws.

Purpose: This information was compiled in compliance with the Privacy Act to enable the National Parole Board to account for the number of requests under paragraph 8(2)(e) of the Privacy Act.

Consistent Uses: This bank enables the Privacy Commissioner to audit the procedures utilized,

as set out in Treasury Board Guidelines 3.7.5. It is used to verify the conditions of information disclosure to federal investigative bodies under paragraph 8(2) (e) of the Privacy Act and to account to the Privacy Commissioner for the number of access requests from investigative bodies received annually.

Retention and Disposal Standards: Records are retained for two years after the last administrative action has been taken, after which the records are destroyed.

RDA Number: 98/001

Related PR#: NPB NPB 050

TBS Registration: 002505

Bank Number: NPB PPU 020

Pardon and Clemency Case Files

Description: This bank contains the following information: Criminal histories; police and court reports; social, financial, educational, medical and psychiatric histories; appraisals and recommendations and decisions from NPB and/or Correctional Service of Canada staff; records of Board members recommendations and decisions and related documentation; memoranda and letters from other agencies, government departments and the general public. Social insurance numbers (SIN) are found in this bank in the cases of military personnel who request pardons from the Board, since the Department of National Defence (DND) used to use the SIN as a personal identifier for its personnel. Board usage of SINs is dependent on DND usage. Individuals may gain access to the bank by providing the date of birth.

Class of Individuals: Individuals who have applied to the National Parole Board for a pardon under the Criminal Records Act or an act of clemency under section 110 of the Corrections and Conditional Release Act pursuant to the Letters Patent or sections 749 and 750 of the Criminal Code. Records may also contain personal information on individuals other than the individual for whom a file was opened, e.g. the individual's family, friends or representatives as well as victims of the offender or their families.

Purpose: To determine eligibility and suitability for the awarding of a pardon or other acts of clemency or for revocation of a pardon.

Consistent Uses: To fulfil its legislative mandate, the National Parole Board gathers a great deal of personal information about applicants under its jurisdiction. It is often necessary for the Board to share, when warranted, its information with other sources, including the Correctional Service of Canada, the RCMP, provincial and municipal governments, and members of the general public

associated in some way with the individual to whom the information pertains. However, unless the pardon was subsequently revoked, personal information banks containing files of individuals who have been granted a pardon are kept separate and the content cannot be disclosed to any person without the prior approval of the Minister of Public Safety Canada who, before granting such approval, has to be satisfied that the disclosure is desirable in the interests of the administration of justice or for any purpose related to the safety or security of Canada. This information is also used for research, statistical, program monitoring and evaluation purposes, and for the purpose of presenting a defence when court actions are brought against the National Parole Board. Data matching: law enforcement agencies, Correctional Service of Canada and other federal institutions and provincial authorities.

Retention and Disposal Standards: Pardon – for premature requests, files are kept for 5 years; for discontinued requests, files are kept for 5 years after the last contact with the applicant; for pardon granted or issued, files are kept for 60 years after administrative activity ceases or 1 year after the death of the subject is confirmed by the RCMP; for pardon revoked files are kept for 10 years following the last administrative action; for pardons denied (all types) (except conditional pardon early CRA) – 5 years after last contact with applicant; for pardons denied – conditional pardon (early CRA) – 5 years after last administrative activity; for pardons cease to exist – 10 years after administrative activity ceases. Once the retention periods are satisfied, Pardon case files are destroyed. Royal Prerogative of Mercy – (RPM) files are kept for a period of 25 years following the last administrative action or 1 year after the death of the subject is confirmed by the R.C.M.P, then the RPM files are retained by National Archives of Canada for historical value.

RDA Number: 94/035

Related PR#: NPB NPB 010, 015 and 020

TBS Registration: 000507

Bank Number: NPB PPU 010

Parole Case Files

Description: Criminal histories; police and court reports; social, financial, educational, medical and psychiatric histories; progress reports, assessments and recommendations from staff of penal institutions and parole offices; records of Board decisions and related documentation; warrants and certificates; memoranda and letters from other agencies, government departments and

the general public; and electromagnetic cassette tapes of hearings with offenders.

Note: For individuals currently under sentence, requests for documents in files under this Bank will be interpreted as a request for the current file only. Those who wish to access files from previous sentences as well, must specify.

Class of Individuals: Individuals who are serving or who, at one time, were serving a sentence of imprisonment in a federal penitentiary; individuals who are serving or who, at one time, were serving a sentence of imprisonment in a provincial institution and applied for parole to the National Parole Board. These records may also contain personal information on individuals other than the individual for whom a file was created, e.g. the individual's family, friends or representatives as well as victims of the offender or their families.

Purpose: Parole case files are used by the National Parole Board in accordance with the provisions of the Corrections and Conditional Release Act and other relevant statutes, to determine eligibility and suitability of offenders for full parole, day parole, unescorted temporary absences and, in some cases, escorted temporary absences; to set conditions of all types of conditional releases including statutory release and to review performance on such releases; to consider modifying or reducing conditions of release; to review cases to order detention past their presumptive release date.

Consistent Uses: (1) To fulfil its legislative mandate, the National Parole Board is provided with a great deal of personal information about offenders under its jurisdiction. It may be necessary for the Board to share, when warranted, this information with other sources, including, the Correctional Service of Canada, the RCMP, Citizenship and Immigration Canada for purposes of applying the Immigration Act provincial and municipal governments, and members of the general public associated in some way with the individual to whom the information pertains. (2) To demonstrate to the public the fairness of its decisions, the CCRA allows the general public to submit a written request for copies of the decisions of the Board as well as the general reasons supporting these decisions. Some information in these decisions may be exempted if its disclosure could reasonably be expected to (a) jeopardize the safety of any person; (b) reveal a source of information obtained in confidence; or (c) if released publicly, could adversely affect the reintegration of the offender. Board decisions prior

to November 1, 1992, can only be accessed under the Access to information and Privacy Act. (3) Information from Parole Case Files is also used for the conduct of audits and boards of investigation into the serious incidents in the community resulting in the death or serious injury to someone; research, statistical reports, program monitoring and evaluation purposes, and for the purpose of presenting a defence when court actions are brought against the National Parole Board. Data matching: law enforcement agencies, Correctional Service of Canada and other federal institutions and provincial authorities.

Retention and Disposal Standards: Records are kept for 10 years after Warrant Expiry Date and destroyed thereafter. Records deemed to be of historical value are retained by the National Archives of Canada. Hearing tapes are retained as follows; all hearing tapes for 2 years after their last administrative use; or until there is a further hearing, if one has not been held within 2 years; and until warrant expiry date when the hearing resulted in the release of the offender; and until 2 years after warrant expiry date when considered necessary by the Regional Director or Regional Manager in cases where an investigation has been ordered, it is reasonable to believe that there may be a further interest in the recording, or it may assist administrative functions of the Board.

RDA Number: 96/056

Related PR#: NPB NPB 025, 030, 035 and 040

TBS Registration: 000506

Bank Number: NPB PPU 005

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Personnel Security Screening

Relocation

Travel

Classes of Personal Information

Case Audits and Investigations

This group is a class of records on Case Audits and Investigations performed by Case Audits and Investigations to inquire into the events surrounding incidents resulting in death or serious injury of someone in the community. Case audits,

which consist of an in-depth review of file documentation and hearing tapes, are conducted on particular issues or into selective incidents. Board of Investigations are convened by the Chairperson and are generally conducted jointly with Correctional Service of Canada within the authority of the CCRA and the Inquiries Act. The reports of the investigations include the convening order with terms of reference, the facts pertaining to the situation being investigated, as detailed in a chronology; a description of the offender's criminal history and behaviour in the institution and the community, the issues developed during the investigation; the findings of the board of investigation; and the recommendations made on the basis of these findings.

Consistent with the need to ensure the safety and protection of the public, these reports provide a factual account of the incidents and demonstrate accountability through the corrective actions taken to ensure the continued safety of the community and public confidence in the parole system.

Individuals seeking access to these records must provide the location and approximate date it was initiated. Records are retained for ten years after the warrant expiry date of the offender involved in the incident. Historical records are transferred to the National Archives of Canada.

Manuals

- NPB Policy Manual
- National Parole Board Members' Professional Standards Guide
- The Administrative Agreement between the National Parole Board and the Correctional Service of Canada

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various programs and functions may be directed to:

Communications Division
National Parole Board
410 Laurier Avenue West
Ottawa, Ontario K1A 0R1
Telephone: 613-954-6549

Reading Room

In accordance with the Access to Information Act, areas in the regional offices have been designated as public reading rooms. The addresses are:

National Office

410 Laurier Avenue West
Ottawa, Ontario
Telephone: 613-991-2930

Atlantic Region

1045 Main Street, 1st Floor, Unit 101
Moncton, New Brunswick
Telephone: 506-851-6345

Ontario Region

516 O'Connor Drive, Suite 100
Kingston, Ontario
Telephone: 613-634-3857

Pacific Region

32315 South Fraser Way, Room 305
Abbotsford, British Columbia
Telephone: 604-870-2468

Prairie Region (Saskatchewan, Manitoba, Ontario)

101 22nd Street East, 6th Floor
Saskatoon, Saskatchewan
Telephone: 306-975-4228

Prairie Region (Alberta and North West Territories)

Scotia Place, Scotia 2
10060 Jasper Ave., Suite 401
Edmonton, Alberta
Telephone: 1-780-495-3404

Quebec Region

Guy Favreau Complex, West Tower
200 René Lévesque Boulevard West, 2nd Floor,
Suite 203
Montreal, Quebec
Telephone: 514-283-4584

National Research Council Canada

Chapter 115

General Information

Background

Operating under the National Research Council Act since 1916, the National Research Council of Canada (NRC)'s goal is to promote scientific research for Canada, with a focus on industry. NRC offers Canadian industry and the Canadian scientific community a wide variety of Research and Development support services. This support includes collaborative research programs, access to major facilities and installations, technical advice and expertise, hands-on training of high-quality personnel, licensing opportunities, testing analysis, verification and calibration services and innovation activities, such as incubator facilities and access to Science and Technology information.

Responsibilities

Under the NRC Act, NRC is responsible for: undertaking, assisting or promoting scientific and industrial research in different fields of importance to Canada; establishing, operating and maintaining a national science library; publishing and selling or otherwise distributing such scientific and technical information as the Council deems necessary; investigating standards and methods of measurement; working on the standardization and certification of scientific and technical apparatus and instruments and materials used or usable by Canadian industry; operating and administering any astronomical observatories established or maintained by the Government of Canada; administering NRC's research and development activities, including contributions used to support a number of international activities; and providing vital scientific and technological services to the research and industrial communities.

Legislation

- National Research Council Act

Organization

Executive Offices

The President is the Chief Executive Officer of the National Research Council and has supervision over and direction of the work of the Council. The

President is assisted by five Vice-Presidents, for Life Sciences, for Physical Sciences, for Technology and Industry Support, for Engineering and for Corporate Services.

The Office of the Secretary General is part of the Executive Offices and deals with the activities such as ministerial and parliamentary relations; executive correspondence and support for NRC's Council, corporate committees and advisory boards; conflict of interest; access to information and privacy; research ethics, and values and ethics.

National Research Council Institutes/ Branches/Programs

NRC has five administrative branches: Strategy and Development; Finance; Information Management Services; Human Resources; and Administrative Services and Property Management. Also, it has 20 institutes, two technology centres, and the Industrial Research Assistance Program.

NRC Biotechnology Research Institute (NRC-BRI) Montreal, QC

NRC-BRI promotes, assists and performs leading-edge R&D in biochemical engineering and molecular level biology closely linked to the needs of industries in the pharmaceutical and environment sectors.

The NRC-BRI Research Program has three sectors: health, environment and bioprocess.

NRC Canada Institute for Scientific and Technical Information (NRC-CISTI) Across Canada

NRC-CISTI is one of the world's leading providers of information in science, technology and medicine (STM). It is also Canada's foremost publisher of scientific journals and books, through its publishing arm, NRC Research Press. As the global economy evolves from resource to knowledge and innovation-based, NRC-CISTI is increasingly considered a key strategic component of Canada's S&T information infrastructure.

NRC Canadian Hydraulics Centre (NRC-CHC) (Ottawa, ON)

NRC-CHC is Canada's largest hydraulics and coastal engineering laboratory. It develops and provides technologies and services for studying maritime structures, coastal processes, environmental hydraulics and cold regions engineering.

NRC Centre for Surface Transportation Technology (NRC-CSTT) Ottawa

NRC-CSTT does proprietary research, technology development, engineering, and testing of civilian and military vehicles and vehicle systems under contract to the rail and road transport industries, defence departments, and a wide range of vehicle and equipment manufacturers.

At the heart of NRC-CSTT's business model are three business divisions, each specializing in a particular aspect of transportation technology: Rail Division, Road Vehicle and Military Systems Division, and Climatic Engineering Division.

NRC Herzberg Institute of Astrophysics (NRC-HIA) Victoria and Penticton, BC

NRC-HIA operates all astronomical observatories established by the Government of Canada and ensures that the Canadian scientific community can access these facilities.

NRC-HIA also designs and builds advanced scientific instrumentation for astronomical observatories and operates other elements of the national astronomy infrastructure. This includes a major data archiving and distribution service for clients in Canada and around the world.

NRC Industrial Materials Institute (NRC-IMI) Boucherville and Saguenay, QC

The mission of the Industrial Materials Institute is to promote innovation and economic growth through research and development activities related to materials processing technologies, through partnerships.

The NRC-IMI, located in Boucherville and Saguenay in the case of the Aluminium Technology Centre, is recognized as a leader for its multidisciplinary scientific and technological expertise. The developed technologies include: materials design and process engineering for forming and performance optimization; modelling, diagnostics and 3D visualization as well as high-performance numerical calculation for materials design. R&D activities involve metals, polymers, ceramics, as

well as composites and alloys with focus on micro- and nanoscale structures. NRC-IMI's expertise involves the aerospace, automobile and biomedical industries, as well as the industrial technology sectors for manufacturing specialists, suppliers of instruments and equipment, and software engineering services.

The NRC-IMI works in close cooperation with industry, universities, and governments, through the creation of special interest groups, consortia, and joint research projects. The NRC-IMI also promotes numerous start-up companies that develop new technologies for the optimization of materials, products, and services that will build tomorrow's economy. Each year the Institute participates in and organizes major conferences and welcomes many scientists and visitors from across Canada and around the world.

NRC Industrial Research Assistance Program (NRC-IRAP) Across Canada

NRC-IRAP is the Government of Canada's premier innovation and technology assistance program in support of Canadian small and medium-sized enterprises (SMEs).

NRC-IRAP delivers a client-centred mix of services and activities designed to help SMEs develop and exploit technology and, ultimately, excel in a competitive, knowledge-based economy. NRC-IRAP's extensive networks link entrepreneurs with local, national and international sources of knowledge, technology and financial resources.

NRC Institute for Aerospace Research (NRC-IAR) Ottawa, ON; Montreal, QC

NRC-IAR develops and maintains the core competencies and knowledge base critical to the needs of the Canadian aerospace community. It fosters innovation in the design, manufacture, performance, use and safety of aerospace vehicles and supports the development, commercialization and implementation of leading-edge technologies through world-class research, technologies and networking, nationally and internationally.

NRC-IAR provides the major national facilities used to design, develop and certify Canadian aerospace products, and the core competencies to maintain and develop the facilities and interpret the data they supply. The Institute's facilities include eight wind tunnels, air compressor/exhauster facilities, engine test cells, a full-scale structural fatigue test rig, aeroacoustics chambers, a Flight Data Recorder Playback Centre, manufacturing facilities, and a fleet of research aircraft.

NRC Institute for Biodiagnostics (NRC-IBD) Winnipeg, MB; Calgary, AB; Halifax, NS

NRC-IBD develops non-invasive medical devices and technologies for early and accurate diagnosis of health conditions such as cancer, stroke and cardiovascular disease. The Institute works in partnership with medical schools, universities, other research organizations, and industry to foster socio-economic development through R&D and commercialization of its advanced medical devices.

NRC-IBD has seven core research groups: the Biosystems Group; the Cardiac Studies Group; the Biomedical Informatics Group; the two Magnetic Resonance Technology Groups; the Spectroscopy Group, and IBD-Atlantic.

NRC Institute for Biological Sciences (NRC-IBS) Ottawa, ON

NRC-IBS conducts innovative research in the application of neuro- and glycosciences to reduce the impact of age-related and infectious diseases.

NRC-IBS research focuses on: Neurodegenerative diseases, such as stroke, and Alzheimer's disease and vaccines and immunotherapies targeted to bacterial infectious diseases.

NRC Institute for Chemical Process and Environmental Technology (NRC-ICPET) Ottawa, ON

NRC-ICPET contributes to increasing the competitiveness of Canada's chemistry intensive industries through research into innovative processes and technologies that enable sustainable development. Chemistry intensive industries are those where chemistry is a central component of the value-added transformation of materials.

NRC-ICPET's chemical science and engineering capabilities contribute significantly to NRC research, development and technology commercialization in three areas of application that are economically and socially important to Canada; while supporting environmentally responsible manufacturing within these sectors. They are Fuel Cells; Oil Sands and Bioproducts.

NRC Institute for Fuel Cell Innovation (NRC-IFCI) Vancouver, BC

NRC-IFCI is Canada's premier applied research organization dedicated to supporting Canada's fuel cell and hydrogen industry through excellence in

relevant research, innovation, partnerships and cluster building.

NRC Institute for Information Technology (NRC-IIT) Ottawa, ON; Fredericton, and Moncton, NB; Gatineau, QC

NRC-IIT creates and commercializes software and systems technology to help Canada prosper in the knowledge economy. Through its research, the dissemination of its findings and innovative business services, including licensing opportunities, R&D support, business mentoring and strategic partnerships, NRC-IIT provides a competitive advantage to myriad industry sectors, from healthcare and manufacturing, to transportation and entertainment.

NRC-IIT's research focuses on three strategic directions: Knowledge from Data; People-Oriented Systems; and e-Business.

NRC Institute for Marine Biosciences (NRC-IMB) Halifax, NS; Charlottetown, PE

NRC-IMB is an internationally recognized leader in Marine Biosciences and Biotechnology research. As an integrated systems biology institute, NRC-IMB is capable of investigating life from the level of the genome to the whole organism. The Institute carries out its research programs with partners in industry, research organizations and government. Its research targets: Aquatic Animal Health and Nutrition; Natural Toxins; Mass Spectrometry and Proteomics; and Cell and Molecular Biology.

NRC Institute for Microstructural Sciences (NRC-IMS) Ottawa, ON

NRC-IMS uniquely applies its leading-edge capability in photonics, quantum and nano-technologies to transfer its discoveries and technology development into deliverable prototypes and integrated system solutions for the health, environment, energy, security and communication sectors. IMS partners with industry, academia and other government departments to deliver industrially relevant R&D and foster the opening of new market opportunities. IMS is aligned with NRC's vision to 'put science at work for Canada'.

The Institute's core competencies include: engineered materials, device design and test, nanofabrication, materials characterization, photonics prototyping, and physical acoustics.

NRC Institute for National Measurement Standards (NRC-INMS) Ottawa, ON

NRC-INMS anchors the national measurement system and provides a fundamental technical infrastructure that supports the Canadian industry and the Canadian public. Central to NRC-INMS activities is the international recognition of Canada's primary measurement standards, an issue vital to Canada where over 40 percent of GDP is dependent on exports – a level five times greater than in the United States.

Institute for Nutrisciences and Health (NRC-INH) Charlottetown, PEI

Scientists at the NRC-INH are working to identify how bioactive compounds found in nature can be used to improve human and animal health. Research focuses on the role natural compounds play in three key areas: Neurological Disorders (e.g. Alzheimer's disease); Obesity-related Disorders (e.g. Diabetes); and Infection and Immunity (e.g. viral infections).

NRC Institute for Ocean Technology (NRC-IOT) St. John's, NL

NRC-IOT is an internationally recognized leader in ocean engineering research and a catalyst for advancing Canadian ocean technology. Its research program focuses on such areas as ship and underwater vehicle dynamics, ice effects on marine systems, mooring and towed body simulation, wave-current interaction, and wave impact analysis.

NRC-IOT conducts its research through modeling ocean environments, predicting and improving the performance of marine systems, and developing innovative technologies that bring benefits to Canada's marine industries.

NRC Institute for Research in Construction (NRC-IRC) Ottawa, ON; Centre for Sustainable Infrastructure Research (CSIR) Regina, SK

NRC-IRC develops and maintains the core competencies and the knowledge base critical to the needs of the Canadian construction sector, supports the development, commercialization and implementation of leading-edge technologies, and fosters the provision of safe and sustainable built environments through the development of codes and standards.

NRC Integrated Manufacturing Technologies Institute (NRC-IMTI) London, ON

NRC-IMTI focuses on the research and development of integrated technologies for the manufacture of products and equipment. The Institute carries out focused, innovative and strategic research in collaboration with industrial, university and government partners in virtual and reconfigurable manufacturing and precision and freeform fabrication to give Canadians access to new products that cannot be created by conventional technologies.

NRC National Institute for Nanotechnology (NRC-NINT) Edmonton, AB

NINT is the centerpiece of Canada's emerging nanotechnology sector. Established in 2001, it is an integrated, multidisciplinary research institution involving researchers in physics, chemistry, engineering, biology, informatics, pharmacy and medicine. Funded by the Government of Canada, the Government of Alberta and the University of Alberta, and operated as a partnership of NRC and the University of Alberta, it carries out advanced research and fosters innovation in support of a new generation of nanotechnology-based firms.

NRC Plant Biotechnology Institute (NRC-PBI) Saskatoon, SK

NRC-PBI is a major research centre for plant biosciences in Canada, with expertise in genomics, metabolic pathways, gene expression, genetic transformation, structured biology, and natural product chemistry. Supporting technologies include DNA sequencing, gene synthesis, mass spectrometry, biological NMR and bioinformatics.

NRC-PBI research covers three domains important to the development of agricultural biotechnology in Canada: Strategic Technologies; Crop Metabolic Modification; and Crop Performance.

NRC Steacie Institute for Molecular Sciences (NRC-SIMS) Ottawa and Chalk River, ON

The mission for NRC-SIMS is to provide leadership in collaboration with national and international scientific communities, in the development of a knowledge base in molecular science and to ensure that it positively impacts Canadians through pro-active knowledge dissemination to partners.

The NRC-SIMS-Ottawa teams offer expertise in chemical synthesis, material characterizations, understanding the chemistry of biological processes, predicting material properties,

and using femtosecond lasers in optics and telecommunications research applications.

In addition, NRC-SIMS operates the Canadian Neutron Beam Centre (CNBC). In the last three years, the CNBC has been used by 114 institutions in 14 countries around the world. Those scientists used the world class facilities at Chalk River in both independent research and collaborative projects with NRC staff.

For additional information on NRC's Institutes, Branches and Programs, please visit our Web site at <http://www.nrc-cnrc.gc.ca>

Information Holdings

Program Records

Executive Offices

President's Office

Description: Information on visits, lectures, gifts, interviews; correspondence with the Minister; correspondence and documents related to committee members.

Topics: General administration; committee memberships.

Program Record Number: NRC EXE 0000

Secretary General

Description: Documents on Council membership, meetings and agendas; review and advisory committees of Council; Institute advisory boards; follow-up of Council decisions; and correspondence with the Minister's Office, the Privy Council Office, Members of Parliament and the Senate Committee on Science Policy; review of private submissions.

Topics: General administration; National Research Council committees; history and archives; advisory committees; Access to Information and Privacy; animal and human subjects research ethics; research integrity; private invention submissions.

Program Record Number: NRC EXE 0100

Biotechnology Research Institute (Montreal)

Administration

Description: Correspondence and documents on the operation of the Institute, such as project planning and reports, space, policy planning, program forecasts, travel, seminars, finance, correspondence from external agencies, minutes of Management Committee and Advisory Board meetings.

Topics: General correspondence, policies, visits, seminars, staffing, training programs, administration and operation of the Institute, finances, budgets, research and development studies, supplies, divisional project management system, equipment, building, committees.

Program Record Number: NRC BRI 0100

Operations

Description: Correspondence and documents on the operation of individual laboratories.

Topics: General correspondence; agreements; tests; projects and sub-projects; contributions; research and development contracts; programs; seminars; guest workers; students; publications; patents; conferences.

Program Record Number: NRC BRI 0000

Canada Institute for Scientific and Technical Information (Ottawa)

Information Access and Delivery

Description: The Information Access and Delivery directorate manages product development at NRC-CISTI, as well as Document Delivery, searching, locating and delivery services such as the Catalogue, NRC-CISTI Source and the NRC Virtual Library. The IAD directorate also deals with rights management, web hosting and support for NRC, and on-site services at the main location in Ottawa.

Topics: Transaction data for delivery of services, copyright data to support royalty payments, statistics on client use, information on products and services.

Program Record Number: NRC CIS 0801

Collection and Metadata Services

Description: The Collection and Metadata Services directorate of NRC-CISTI manages data architecture, content of databases, cataloguing and metadata, data mapping, collection development, acquisitions, and NRC licence management.

Topics: Cataloguing and collection data, records of acquisitions, documentation on licence agreements.

Program Record Number: NRC CIS 0090

Publishing (NRC Research Press)

Description: Publication of 16 journals, monographs, conference proceedings, and other allied publications.

Topics: Administration; authority and policy on publications; general correspondence; typesetting, printing, electronic publishing and distribution service contracts; translation of abstracts; continuing agreements and manuscripts for

publication in the research journals, conference proceedings and monographs; client information and client usage statistics.

Program Record Number: NRC CIS 0910

NRC Information Services (NIS)

Description: Information services to NRC researchers and their partners, including Canada's small and medium-sized enterprises (through collaboration with NRC-IRAP).

Topics: General correspondence, systems documentation, agreements, competitive technical intelligence and patent analysis.

Program Record Number: NRC CIS 0310

Business Affairs

Description: Support to NRC-CISTI's business in the areas of administration, finance, communication, marketing, facilities, client management, and partnership coordination.

Topics: Finance records, administration, translation, client information, client invoices, client support, communications, business planning and development, marketing activities and surveys.

Program Record Number: NRC CIS 0601

Technology and Research

Description: Technical support for computer systems, software applications, databases and access tools for NRC-CISTI.

Topics: System documentation, project plans and progress reports.

Program Record Number: NRC CIS 0401

Canadian Hydraulics Centre (Ottawa)

Description: Correspondence and memoranda pertaining to policies, contracts, license agreements and other administrative matters.

Topics: Administration; general correspondence, Centre management; policy application; research in general. Operations; General correspondence; memoranda and data resulting from work accomplished for the Centre's projects.

Format: Photographs; CD-ROMS; DVD-ROMS; computer printouts; electronic files; publications.

Program Record Number: NRC CHC 0006

Centre for Surface Transportation Technologies (Ottawa)

Administration

Description: Correspondence, memoranda, contracts, and other record holdings pertaining to overall NRC-CSTT administration, buildings and properties, finance, human resources, information management, and material management. Also includes experimental notes, data, computer files,

software, and other documents related to NRC-CSTT intramural research and development.

Topics: Administration; general correspondence; enquiries; visits; plans and reports on buildings and grounds; business and financial plans and reports; plans and reports on human resources; plans, reports, and other records on IT infrastructure and operations; and plans, reports, and other documents on purchases of equipment, supplies, and services; and research, development, engineering, testing, prototyping, consulting, and problem-solving on novel technologies and intellectual property.

Program Record Number: NRC CSTT 0000

Operational

Description: Record holdings on the continuing operation of NRC-CSTT's basic function, mission, mandate, strategy, objectives and relations with clients. These cover work done by NRC-CSTT's three business divisions (Road Vehicles and Military Systems division, Climatic Engineering division as well as Facilities and equipment division) plus work done on the development and maintenance of specialty capital facilities. The records include general correspondence, memoranda, plans, reports, notes, data, computer files, software, and other documents related to NRC-CSTT's commercial business and day-to-day operations.

Topics: Research, development, engineering, testing, consulting, and problem-solving on railway rolling stock, railway track, and the components and on-board systems and equipment; problem-solving on military vehicles, civilian heavy trucks and heavy passenger vehicles, and wheeled and tracked off-road vehicles and their on-board systems and equipment; research, development, engineering, testing, consulting, and problem-solving on the performance of vehicles and their on-board systems and equipment, as well as other transportation-related mechanical and electronic components and assemblies, under a wide range of temperature, humidity, and precipitation conditions; vehicle dynamics bay; wheel, bearing, and brake rig, railway instrumented wheel sets; squeeze frame; tilt tables; impact ramp; diesel locomotive; instrumentation; and climatic chamber.

Program Record Number: NRC CSTT 8001

Herzberg Institute of Astrophysics (Victoria and Penticton)

Administration

Description: Correspondence and memoranda pertaining to policies, contracts, contributions,

special projects, program forecasts and other administrative matters as they apply to the operation of each laboratory section.

Topics: Administration; general correspondence; internal financial records; statistics on usage of supported observatories; correspondence related to the administration of telescope partnerships; correspondence on business development; agreements and contracts with third parties.

Program Record Number: NRC HIA 0015

Dominion Astrophysical Observatory

Description: Data and general correspondence on astronomy.

Topics: Operation and administration of the facility; observing proposals; observations and research in astronomy and astrophysics, design and construction of instruments for optical, millimetre and space astronomy, archiving of data; exhibits and programs for public outreach.

Format: Photographic plates, digital data stored on magnetic tapes, disks, and other media.

Program Record Number: NRC HIA 0001

Dominion Radio Astrophysical Observatory

Description: Data and general correspondence on astronomy.

Topics: General correspondence; operation and administration of the facility; observing proposals; observations and research in astronomy and astrophysics; solar activity; design and construction of radio telescopes, receivers and related digital signal processing equipment; correspondence on community outreach and business development.

Format: Digital data records stored on magnetic tapes, disks and other media.

Program Record Number: NRC HIA 0005

Human Resources Branch

Research Associateship Program: Applicant Inventory

Description: The program provides promising scientists and engineers with the opportunity to work in a challenging research environment during the early stages of their career.

Topics: Applications, résumés, letters of recommendation, educational transcripts, copies of diplomas, education details, research experience details, publications, presentations, patents, honours and awards.

Program Record Number: NRC HRB 0400

Personal Letters of Recommendation by National Research Council Personnel Relating to Non-Staff Members

Description: Requests for recommendations and copies of letters of recommendation prepared by staff members for non-staff individuals.

Topics: Scientific and industrial research.

Program Record Number: NRC HRB 0000

Industrial Materials Institute (Boucherville)

Administration

Description: Correspondence and preparation of documents related to the operations of the Institute including operational planning, reports concerning projects, policies, minutes of meetings of the Management Committee and of the Advisory Board, program projections, travel, symposia, finances and correspondence with outside organizations.

Topics: General correspondence, administration, policies, committees, visits, symposia, staffing and training programs.

Program Record Number: NRC IMI 1000

Research

Description: Correspondence and documentation related to the administration of individual laboratories.

Topics: General documentation, memoranda of agreement, essays, projects and sub-projects, contributions, R&D contracts, programs, seminars, guests and students, publications, patents and conferences.

Program Record Number: NRC IMI 2300

Industrial Research Assistance Program (Offices Across Canada)

Management

Description: Information on program policy, program planning and coordination, policy proposals and evaluations, industrial surveys, program promotion, program analysis, methods and procedures, program evaluation.

Topics: Policy; general correspondence; enquiries; cooperation with provincial research organizations; industrial research institutes; provincial and trade associations; NRC-IRAP Website.

Program Record Number: NRC IRP 0301

Program Delivery

Description: Information and advisory services through its national network of Industrial Technology Advisors (ITAs).

Topics: Technical and business advisory services to SMEs with innovation based proposals.

Program Record Number: NRC IRP 0901

Internship Program with Innovative Small and Medium Enterprises (Youth Employment Strategy)

Description: Financial assistance to innovative Canadian SMEs (small and medium-sized enterprises) for the hiring of post-secondary graduates to work on innovation projects in these firms.

Topics: Information on SMEs, graduates, project proposals and evaluations.

Program Record Number: NRC IRP 1606

The Collaborative Research Internships Program (Youth Employment Strategy)

Description: Financial assistance to innovative Canadian SMEs (small and medium-sized enterprises) for the hiring of post-secondary graduates. The graduates will be employed by SMEs that are collaborating in the development of products and processes with commercial potential in conjunction with the National Research Council (NRC) and/or the Communications Research Centre (CRC) of Industry Canada.

Topics: Information on SMEs, graduates, project proposals and evaluations.

Program Record Number: NRC IRP 1606

Institute for Aerospace Research (Ottawa)

Administration

Description: The files contain material related to the orderly management of all programs and projects in the Institute, contracts and agreements relating to external commitments, correspondence with national and international clients, and material pertaining to NRC-IAR involvement in organizations devoted to the aeronautical sciences.

Topics: Administration – general correspondence, personnel, procurement, national and international agreements and contracts, publications, technical enquiries, programs and projects, planning, conferences, laboratory operations, policy, aircraft accidents, publicity and inventions, security, NATO research and Technology Organization; the Technical Cooperation Program; research; tests and work done for outsiders.

Program Record Number: NRC IAR 1020

Aerodynamics Laboratory

Description: Information on research projects, contracts and agreements with external civil and military agencies and industry; operation and maintenance of wind tunnels, management matters, meetings and conferences.

Topics: General correspondence; aircraft aerodynamics; computational fluid dynamics;

manoeuvring aerodynamics; unsteady aerodynamics; propeller/rotor aerodynamics and aeroacoustics; effects of icing on aircraft performance; aerodynamics of helicopter/ship operations; dynamic wind tunnel tests and techniques; nonlinear airloads analysis, oscillatory characteristics of aircraft and components; wind engineering; vehicle aerodynamics; operation and maintenance of wind tunnels; stores clearance; wind tunnel test technology. (Inactive): Aviation security; wind energy research; helium hypersonic wind tunnel; modelling of drift in aerial spray operation; passive dosimeter for UFFI home insulation; trace vapour detection of explosives, and narcotics; Canadian sounding rockets; flow about cones at supersonic speeds.

Program Record Number: NRC IAR 2000

Aerospace Manufacturing Technology Centre

Description: Information on internal research, external commitments, agreements with other agencies in government and industry, management matters, meetings and conferences.

Topics: Policy, general correspondence, low cost manufacturing technology, advance joining of metallic and composite parts, metal forming, processing of composite structures, functional materials, protective coatings, robotics and automated assembly.

Program Record Number: NRC IAR 5000

Flight Research Laboratory

Description: Information on the operation of NRC research aircraft fleet and on research projects in the general areas of flight mechanics, airborne sensing and flight data recorders.

Topics: Flight test techniques and instrumentation; handling qualities and flight dynamics; airborne simulation; flight safety and operational problems; flight recorder playback facilities; guidance, navigation and control of aircraft; pilot-aircraft interface technologies; atmospheric studies; biospheric studies/global change; aeromagnetism; synthetic aperture radar. (Inactive): VTOL/STOL projects; lighter-than-air vehicle technology; agricultural and forestry spray research.

Program Record Number: NRC IAR 4000

Gas Turbine Laboratory

Description: Information on internal research, external commitments, agreements with other agencies in government and industry, management matters, meetings and conferences.

Topics: General correspondence; subsonic and transonic engine aerodynamics; cascade and stage testing and computational fluid; dynamics analysis of turbomachinery; turbine nozzle

heat transfer; operation and maintenance of turbomachinery test facilities; wings and bodies in transonic flows; advanced airfoil development; high lift systems; viscous flow drag reduction; flutter analysis; gas turbine engine performance including aerodynamic, thermodynamic and structural factors.

Program Record Number: NRC IAR 7000

Structures and Materials Performance Laboratory

Description: Information on internal research, external commitments, agreements with other agencies in government and industry, management matters, meetings and conferences.

Topics: Policy; general correspondence; flight loads, fatigue; durability and damage tolerance; acoustic excitation of structures; aerospace applications of metallic and composite materials; structural analysis; structural dynamics; vibration, real-time photogrammetry; impact strength of structures; crack propagation theory of structures; non-destructive inspection of structures and materials, NDI of manufacturing defects and service induced damage; (Inactive): Road accidents study group; orthopaedic implants; biomedical materials; Ottawa-Carleton computer traffic control system.

Program Record Number: NRC IAR 3000

Institute for Biodiagnostics (Winnipeg)

Administration

Description: Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, budgets, travel, training and seminar information.

Topics: General correspondence; policy; visits; technical enquiries; administration and operation; technical support.

Program Record Number: NRC IBD 0001

Animal Resources

Description: Information on the basic care and health of research animals.

Topics: General correspondence and policy on animal care and research.

Program Record Number: NRC IBD 0002

Biosystems

Description: Information on research involving the use of MR imaging and spectroscopy and physiological techniques in studying biomedical problems.

Topics: Structure and metabolism in intact biological systems; cell metabolism; cancer; neurology; infectious diseases.

Program Record Number: NRC IBD 2005

Cardiac Studies

Description: Information on research into better understanding of heart disease, and non-invasive ways of diagnosing and monitoring heart disease.

Topics: Structure and metabolism of the normal and diseased heart.

Program Record Number: NRC IBD 2090

Biomedical Informatics

Description: Information on mathematical modeling of biological problems.

Topics: Biomathematics; classification; clustering; pattern recognition; computer modeling; software.

Program Record Number: NRC IBD 2018

MR Technology

Description: Information on theory and methodology in magnetic resonance imaging and spectroscopy.

Topics: Magnetic field gradients, radiofrequency probes, magnetic resonance software.

Program Record Number: NRC IBD 2019

Spectroscopy

Description: Information on optical spectroscopy and its application to biological/biomedical systems

Topics: Proteins, membranes, tissues, metabolism, cancer, biological fluids.

Program Record Number: NRC IBD 2027

IBD – Atlantic

Description: Information on normal and abnormal brain function as monitored by non-invasive technologies such as magnetic resonance and EEG.

Topics: Normal and abnormal brain function.

Program Record Number: NRC IBD 5555

Institute for Biological Sciences (Ottawa)

Administration

Description: Documents on the operation of the research groups, business office and administration, such as project planning and reports, program forecasts, travel and seminar information.

Topics: General correspondence; policy; visits; technical enquiries; administration and operation; technical support – e.g., supplies and equipment, and safety committee.

Program Record Number: NRC IBS 0100

Animal Resources – Animal Care

Description: Information on the basic care and health of research animals.

Topics: General correspondence and policy on animal care and research.

Program Record Number: NRC IBS 0200

Neurobiology

Description: Information on synaptic function, cerebrovascular research and neurogenesis.

Topics: Modelling of synaptic networks, synaptic plasticity, synaptic dysfunction, therapeutic brain delivery, neural regeneration and brain repair.

Program Record Number: NRC IBS 0300

Immunobiology

Description: Information on infection and immunity, immunomodulation, host-pathogen interactions, antibody engineering.

Topics: Antigen discovery, vaccine design, lipid-based adjuvants, T-cell immunology, novel antibodies.

Program Record Number: NRC IBS 0400

Glycobiology

Description: Eukaryotic glycobiology, glycosyltransferases and neuroglycomics, glycosidases, glycoanalysis, genomics and proteomics.

Topics: Carbohydrate-based therapeutics for neurodegenerative diseases, carbohydrate processing enzymes for therapeutic and industrial applications, analytical facilities.

Program Record Number: NRC IBS 0500

Institute for Chemical Process and Environmental Technology (Ottawa)**Operations**

Description: Correspondence, memoranda and reports relating to the planning and execution of the Institute's programs.

Topics: General correspondence, technical inquiries, visits, lectures, seminars, publications, patents, project reports.

Program Record Number: NRC CPE 1000

Functional Materials

Description: Correspondence, memoranda, technical/scientific reports.

Topics: Polymeric materials, energy materials, nanostructured materials and materials characterization.

Program Record Number: NRC CPE 3000

Modeling and Design

Description: Correspondence, memoranda, technical/scientific reports.

Topics: Air quality modeling, computational fluid dynamics, environmental management and simulation and visualization.

Program Record Number: NRC CPE 3200

Process Technologies

Description: Correspondence, memoranda technical/scientific reports.

Topics: Interfacial technology, advanced diagnostics, separation technology, combustion research and electrochemistry.

Program Record Number: NRC CPE 4000

Institute for Fuel Cell Innovation (Vancouver)**Director General's Office**

Description: General reports and correspondence.

Topics: General management; strategic planning; travel.

Program Record Number: NRC IFC 0100

Research Program

Description: Information on the three strategic areas important in advancing fuel cell science and technology.

Topics: Polymer Electrolyte Membrane Fuel Cell; Solid Oxide Fuel Cells; Hydrogen Generation and Infrastructure.

Program Record Number: NRC IFC 5200

Institute for Information Technology (Fredericton, Gatineau, Moncton, Ottawa)

Description: Technical reports, external publications, licensable technologies, patents and transfers of technology to Canadian industry.

Topics: 3D Imaging, Modeling and Visualization; Data and Text Mining; Computational Video; Natural Language Processing; Information Security, Privacy and Trust; Human Computer Interaction; Intelligent Internet Applications; Software Engineering.

Program Record Number: NRC IIT 0000

Institute for Marine Biosciences (Halifax)**Research Support**

Description: Correspondence, memoranda, requests, minutes, and technical reports.

Topics: Plant engineering; scientific societies and institutes; committees (health and safety, scientific committees); Aquaculture Research Station files (basically engineering and maintenance); financial services; budgets, purchasing; travel and conference files, materiel management, asset management, inventory and control records.

Program Record Number: NRC IMB 0000

Director General's Office

Description: Material on the activities of projects, such as research and development and project planning; NRC committees and external committees.

Topics: General correspondence and files on research and development pertaining to research projects; general correspondence from various institutes within NRC, by institute; working files; forward planning.

Program Record Number: NRC IMB 7000

Business Relations

Description: Correspondence, memoranda, requests, public relations materials, contracts with collaborators and clients.

Topics: General correspondence related to commercial interactions, strategic planning and performance reporting, general descriptions of research activities, committee reports, and working files, research cluster information, research grants and reviews, funding source information, research committees, research forums.

Program Record Number: NRC IMB 5001

Aquatic Animal Health and Nutrition

Description: General Correspondence; seminars; research files of published and unpublished data, reprints and information relating to: finfish and shellfish; fish and shellfish nutrition, light and electron microscopy; biochemistry; marine microbiology; and certification of instrument calibration standards and reference materials (Certified Reference Materials Program), including related research.

Topics: Aquaculture research; fish health and nutrition; shellfish health and nutrition.

Program Record Number: NRC IMB 4000

Cell and Molecular Biology

Description: General correspondence; seminars; research files of published and unpublished data, and reprints and information relating to: genomics; bioinformatics; molecular biology; proteomics; DNA sequencing; enzymes; proteins; DNA markers; genomic sequencing; protein expression; biochemistry, including related research.

Topics: Genomics research, cell and molecular biology, biochemistry.

Program Record Number: NRC IMB 3000

Natural Toxins

Description: General correspondence; seminars; research files of published and unpublished data, and reprints and information relating to: analytical chemistry, natural products, certification of instrument calibration standards and reference materials (Certified Reference Materials Program), including related research.

Topics: Analytical chemistry, chemistry and biochemistry of shellfish toxins; toxin production, natural products chemistry.

Program Record Number: NRC IMB 8888

Mass Spectrometry

Description: General correspondence; seminars; research files of published and unpublished data, and reprints and information relating to: mass spectrometry, proteomics and metabolomics, including related research.

Topics: Analytical chemistry, mass spectrometry.

Program Record Number: NRC IMB 6000

Institute for Microstructural Sciences (Ottawa)

Acoustics and Signal Processing

Description: Research on acoustics for communications and health

Topics: Acoustical design and speech quality for telephony, microphone array technology for telecommunications; design and testing of new hearing aid technologies; anechoic facility.

Program Record Number: NRC IMS 0010

TeraHerz and Imaging Devices

Description: Research in the areas of novel electronic, optoelectronic, electro optic, photonic devices.

Topics: Infrared and Terahertz Devices: Detectors, Imagers and Emitters; Quantum Well Infrared Photodetectors; THz Quantum Cascade Lasers; Self-Assembled InAs Quantum Dot for THz Generation and Detection; QWIP-LED Pixelless Thermal Imaging Device.

Program Record Number: NRC IMS 0110

Organic Materials and Devices

Description: Research on organic semiconductors for lighting and solar cell applications.

Topics: Fabrication and characterization of light emitting devices; molecular design of surfaces and interfaces through layer-by-layer deposition; modelling and simulation of electronic properties of polymers; femtosecond laser dielectric modification and selective chemical etching fabrication of microfluidic channels and nanostructures in glass; fiber nanopores for biological applications; molecular imprinting and chemical sensors; microcavity OLEDs; organic field effect transistors and organic photovoltaic cells.

Program Record Number: NRC IMS 0090

Optoelectronic Devices

Description: Research on waveguide optics and microphotronics for telecommunication and biosensing applications.

Topics: Thermo-optic modulation; electronic and opto-electronic devices in novel III-V semiconductors; design and characterization of GaInNAsSb lasers; waveguide microspectrometer; optical coupling with microphotonic waveguide devices; waveguide-based evanescent field biosensors; waveguide optics theory and simulation.

Program Record Number: NRC IMS 0070

Epitaxial and Multilayer Materials

Description: Research on epitaxial growth and characterization of advanced compound semiconductors and nanostructures. Research on optical thin films and various services to outside organizations.

Topics: GaInNAsSb laser diodes on GaAs; GaInNAs VCSELs; growth of GaAs based structures for infrared and terahertz applications; growth of InAs/GaAs and GaSb/GaAs self-assembled quantum dots; Selective growth of GaN by ammonia-MBE; electronic properties of GaN HEMTs; InAs/InP quantum dot microcavities. Advanced interference filters; Thin film deposition technology; Thin film synthesis; Anti-reflection coatings; Polarizing beam splitters and interference thin film polarizers; Anisotropic filters; waveguide coatings; Quantum dots in microcavities; Low-index films; GaInNAs VCSELs; Anticounterfeiting technology; Coatings for optoelectronic devices.

Program Record Number: NRC IMS 0030

Nanofabrication

Description: Fabrication of electronic and optoelectronic devices from the semiconductor epitaxial materials grown at IMS.

Topics: Facet etching for silicon on insulator (SOI) planar waveguides; fabrication of microphotonic devices in SOI; InGaNAs laser fabrication; Gallium nitride device fabrication; Quantum well infrared photodetectors (microlens arrays, focal plane arrays); Quantum dot cavity structures; Lateral and vertical quantum dots.

Program Record Number: NRC IMS 0050

Quantum Physics

Description: Research on the electronic and optical properties of semiconductor materials and devices.

Topics: Growth of carbon nanotubes; Single-walled carbon nanotube optics and electronics; vertical and lateral quantum dot nanostructures; coherent manipulation of quantum dots for quantum information; Nanomaterials intermixing; Magneto-luminescence of semiconductor nanostructures; Optical properties of site-selected InAs/InP Quantum Dots; Tunable quantum dot laser at

telecom wavelengths; Patterned substrate growth and characterization of self-assembled quantum dots; Quantum dot microcavity structures; Spin sensitive electron spectroscopy of lateral quantum dots; Optical characterization of quantum well and quantum dot lasers.

Program Record Number: NRC IMS 0130

Quantum Theory

Description: Theoretical research into the electronic and optical properties of low-dimensional semiconductors, organic materials, photonic systems, mesoscopic systems and quantum information.

Topics: Collective excitations; Modeling the electronic and optical properties of InGaNAs; Electronic properties of nanosystems; Quantum Dots in Optical Cavities; Theory of electron spin based quantum bits; Theory of multi-exciton complexes in quantum dots.

Program Record Number: NRC IMS 0140

Surfaces and Interfaces

Description: Investigation of surface and interfacial structures in strategic materials of interest to the information technology industries.

Topics: Strain relaxation of compound semiconductors; high-k dielectrics; time-resolved imaging of CMOS circuits; Magnetic nanostructures; Micro-Raman spectroscopy and bio-sensors; New characterization methods for semiconductor materials; physical characterization of materials and devices.

Program Record Number: NRC IMS 0150

Canadian Photonics Fabrication Center

Description: Prototyping of photonic devices for Canadian industry and the university community.

Topics: Fabrication of semiconductor-based photonic devices with III-V and IV materials for the information technology sector, biomedical/health, defense and security, environment, energy and space.

Program Record Number: NRC IMS 0300

Optics

Description: Research in optics and fabrication of optical components.

Topics: Optical coherence tomography; optical component fabrication and glassblowing shop services; aerial camera calibration services.

Program Record Number: NRC IMS 0250

Photonic Systems

Description: Technologies for the management of the wavelength and research on microcytometry.

Topics: Arrayed waveguide-based fiber Bragg grating systems; quantum dot-based gain material waveguides; quantum dot semiconductor

optical amplifiers for telecom; quantum dot superluminescent diodes; microfluidic based flow cytometry for cell on a chip platform.

Program Record Number: NRC IMS 0252

Institute for National Measurement Standards (Ottawa)

Electrical Power Measurements

Description: Research data, calibration and technical reports, international committee and comparison documentation.

Topics: Revenue meters for electric utilities and calibration facilities for equipment, high voltage capacitors, high current resistors and shunts, high voltage loss measuring systems transformers, and inductive reactors.

Program Record Number: NRC INMS 0119

Electrical Standards

Description: Research data, calibration and technical reports, international committee and comparison documentation.

Topics: Primary standards of voltage, resistance, capacitance, inductance, microwave frequency.

Program Record Number: NRC INMS 0121

Frequency and Time

Description: Official Time dissemination in electronic format, web pages, GPS data, QSL cards; research data, calibration and technical reports, international committee and comparison documentation.

Topics: Computer time and date, time zones, network time protocol, global positioning, radio station CHU, atomic clocks, cesium fountain, frequency calibration, laser wavelength, optical frequency.

Program Record Number: NRC INMS 0110

Ionizing Radiation Standards

Description: Research data, calibration and technical reports, international committee and comparison documentation.

Topics: Ionizing radiation, cancer radiotherapy, radiation dosimetry.

Program Record Number: NRC INMS 0124

Mechanical Metrology

Description: Research data, calibration and technical reports, international committee documentation.

Topics: Mass, density and pressure standards; length standards, coordinate metrology; acoustical standards, condenser microphones, ultrasound power.

Program Record Number: NRC INMS 0114

Photometry and Radiometry

Description: Research data, calibration and technical reports, international committee and comparison documentation.

Topics: Photometric standards; radiometric standards; colorimetric standards.

Program Record Number: NRC INMS 0126

Thermometry

Description: Research data, calibration and technical reports, international committee and comparison documentation.

Topics: International Temperature Scale 1990; thermometers, thermocouples, optical pyrometry.

Program Record Number: NRC INMS 0122

Chemical Metrology

Description: Research data, technical reports, international committee and comparison documentation.

Topics: Atomic spectroscopy, mass spectrometry, gas and liquid chromatography; organic and inorganic trace analysis; environmental certified reference materials (CRMs).

Program Record Number: NRC INMS 0109

CLAS (Calibration Laboratory Assessment Service)

Description: Technical analysis and assessment reports, certificates and supporting documentation, guideline documents in electronic format.

Topics: Calibration laboratory assessment.

Program Record Number: NRC INMS 0007

Institute for Nutrisciences and Health (Charlottetown)

Director of Research

Description: General correspondence, seminars, presentations, lectures, reprints, minutes, animal care, research lab policies, safety committee minutes and reports, confocal information, patent information, research cluster information, research grants and reviews, funding source information, research committees, research forums, high school projects, natural product information, research papers, lab reports, animal housing, research agreements and MOUs.

Topics: Animal care, policies, patents, funding.

Program Record Number: NRC INH 7006

Research/Business Development Support

Description: General correspondence, memorandums, minutes, technical reports.

Topics: Travel, hospitality, strategic reports, patent information, lease agreements, facilities, work orders, purchasing, travel and conference files, catering, orientation information, governance,

budget, finance, conferences, IPF contracts and clients information.

Program Record Number: NRC INH 7103

Research Programs

Natural Health Products for Obesity-Related Disorders

Description: Research information relating to obesity-related disorders, cardiovascular disease, technical/scientific reports, publications, reprints, funding, animal housing, and animal care.

Topics: Stable Isotope Ratio Mass Spectrometer (IRMS) and its use for the characterization of cholesterol absorption and metabolism, as well as fatty acid synthesis, animal models, especially hamsters, for evaluating the effects of bioactive compounds on cholesterol synthesis and absorption, as well as fatty acid synthesis.

Program Record Number: NRC INH 7009

Natural Products-Based Drug and Nutraceutical Discovery

Description: Isolation and structure characterization of natural products using NMR, LC-MS, GC-MS, CE, nutraceutical product development, including extraction, processing and quantitative analysis of active ingredients from herbs, pharmaceutical/nutraceutical products, or formulations, biotransformation in discovery – structure modification/optimization and biological metabolism probing.

Topics: Research relating to discovery of natural products-based drugs and nutraceuticals natural product chemistry, reports, technical/scientific reports, publications, funding, local and regional bioresources.

Program Record Number: NRC INH 7012

Neurological Disorders

Description: Neuroinflammation-related neuropathology and its effects on neurodegenerative diseases such as Multiple Sclerosis (MS) and Alzheimer's disease (AD), mechanism of action of neuroprotection induced by bioactive compounds.

Topics: Information relating to neurological disorders, reports, publications, grants, funding, reprints, animal care, animal housing.

Program Record Number: NRC INH 7007

Neuroinflammation and Viruses

Description: Molecular mechanisms underlying neuroinflammation, with emphasis on macrophage and microglia function, characterization and identification of virus-encoded immunomodulatory factors with potential application as biotherapeutic agents, mechanisms of viral neurovirulence and

neuropathogenesis, bioassay development with an emphasis on inflammatory and innate immune modulators.

Topics: Investigating how viruses may be used to improve health, publications, grants, funding, technical/scientific reports, agreements.

Program Record Number: NRC INH 7008

Interaction of Biological Species with Man-Made Materials

Description: Biophysical techniques including: mass spectrometry (ESI-MS, LC-MS, GC-MS), NMR spectroscopy, FTIR, fluorescence spectroscopy, BIAcore surface plasmon resonance (SPR) spectroscopy, materials science especially in tailoring surface chemistry to control the interaction of biological species such as proteins and cells with surfaces, capillary electrophoresis (CE) and CE on a μ fluidic chip, synthesis of a wide variety of compounds and polymers including bio-conjugation of biological molecules or particles (beads or colloids).

Topics: Information relating to surface chemistry, mass spec, reports, technical documents, granting agencies.

Program Record Number: NRC INH 7011

Neuropharmacology/Electrophysiology

Description: Electrophysiologically based research, use of the patch clamp technique, for investigating the effects of bioactive compounds on voltage gate ion channels, Characterizing the physiological and pharmacological properties of compounds.

Topics: Research relating to the brain's biological clock, Seasonal Affective Disorder (Depression), jet lag, sleep deprivation, age-related desynchronization of sleep-wake cycles, reports, technical documents, funding, budgets, publications.

Program Record Number: NRC INH 7010

Institute for Ocean Technology (St. John's)

Ocean Technology

Description: Administration and operational files; general technical correspondence; working and correspondence files containing technical and administrative details of research programs, participation in societies, associations, conferences and interdepartmental government committees and working groups; raw data from model tests and full scale trials; technical reports on internal research projects or work done for external clients.

Topics: Administration – policy, general correspondence, visits, lectures, exhibits; conferences and seminars; co-operation and

liaison (with other government departments, universities, associations, clubs and societies, and foreign countries); buildings and properties; equipment and supplies; finance and personnel. Operational – policy, general correspondence; research and development (general, for industry and for government); ships, including icebreakers, ferries, fishing vessels, naval vessels; offshore structures; ice properties; computer modelling.

Program Record Number: NRC IOT 0000

NRC Institute for Research in Construction (Ottawa)

Administration

Description: General documentation and reports.

Topics: Financial reports, purchasing documents; travel authorizations; correspondence; building up-keep.

Program Record Number: NRC IRC 9070

Director General's Office

Description: Documents on the operation of the individual programs and units, advisory bodies, research and development studies and seminar or workshop information.

Topics: Minutes of the Advisory Board; program and budget submissions; institute strategic and annual plans as well as individual program reports. Organizational structure and register to NRC-IRC policies and procedures.

Program Record Number: NRC IRC 9010

Outreach Services

Description: Information on the activities of the Library and Internet services, Publications, Industry Liaison, Business Development, and Client Services.

Topics: Reference service; book/publication loans; information retrieval; periodical subscriptions; acquisitions; translation requests; requests for information; preparation of publications and reports.

Program Record Number: NRC IRC 9040

System Support Unit

Description: Information on the Institute's facilities.

Topics: Calibration and standards; instrument pool for loans; maintenance and repair shop; co-ordination and advisory services.

Program Record Number: NRC IRC 9050

Canadian Codes Centre

Description: Information on topics related to the development and content of the National Model Codes (National Building Code, National Fire Code, National Farm Building Code, National

Plumbing Code, and Model National Energy Codes).

Topics: Review of code; technical studies, information and advice for code technical committees considering code changes; submissions from the public on proposed changes to codes; minutes of the Canadian Commission on Building and Fire Codes meetings; information to code users on the scope, application and intents of the codes; liaison with industry and with provincial/territorial and municipal regulatory authorities on code-related matters.

Program Record Number: NRC IRC 0110

Canadian Construction Materials Centre

Description: Information on the suitability for use of construction materials, systems or services.

Topics: Technical information and advice to manufacturers and suppliers of construction materials, systems and services on how to obtain the evaluation of these products and services with respect to their suitability for use; technical information and advice to architects, specification writers, engineers and regulators on the suitability of use of construction materials, systems and services; information to the construction industry on laboratories which conduct testing of construction materials, systems and services; assistance to Canadian exporters of construction-related products and services on the evaluation requirements of these products and services by other countries; replies to inquiries and requests for interpretation of evaluation reports and listings; technical information and advice to the Canadian Commission on Construction Materials Evaluation.

Program Record Number: NRC IRC 0150

Building Envelope and Structure

Description: Information on the characterization and evaluation of the performance of materials such as concrete, sealants, polymers, asphalt, roofing materials and clay brick through the use of chemical, physical and mineralogical techniques.

Topics: The performance of coatings; basic engineering properties of concrete; durability to frost-action in concrete and other porous materials; properties and performance of joint materials; characterization of building materials by their nanostructure and composition; processes of degradation of building materials; performance of concrete as related to the chemical processes in cements; physical and mechanical properties of repair systems; performance of Canadian aggregate; performance of concrete in the presence of aggressive solutions; weathering factors and accelerated test methods for assessing

durability of building materials; and the durability of structural clay products.

Program Record Number: NRC IRC 0200

Fire Research – Research in Fire Risk Management

Description: Information on the development and revision of standard methods of fire tests and research activities, which include fire performance on structural components, flammability of materials, products of combustion, growth of fire, human behaviour in emergencies, and the influence of fire risks on the overall design of buildings.

Topics: Behaviour of building components in fire; evaluation of fire behaviour of components and materials; flammability studies; fire performance information; production and movement of smoke in fire; fire protection features of buildings; fire suppression techniques; advanced suppression technologies; development of fire; combustion of organic materials; human performance in fire and other emergencies; fire resistance safety factors; restraint and fire severity; and commercial test reports.

Program Record Number: NRC IRC 0300

Indoor Environment

Description: Information on physical and psychological aspects of indoor environment, including indoor air quality, ventilation, acoustics, and lighting and daylighting, leading to best practice, standards, and building regulations. Cost-effective and energy-efficient technologies that maximize the health and well-being of occupants; information on building materials properties and envelopes affecting indoor environment. Information of building systems on air movement, noise, lighting, ventilation, and energy efficiency; human factors and occupants' performance. Information includes numerical modeling, field studies and lab measurements.

Topics: Acoustics: Prediction of room acoustics criteria, such as speech intelligibility, sound propagation, and sound pressure levels; prediction of occupant's comfort; development of impact tests for floors; acoustical test methods; development of noise criteria; insulation of buildings from external noise; determination of dynamic response characteristics of structures; measurement of sound power of noise sources; reverberation room acoustics; vibration problems in buildings; evaluation test reports. Indoor Air Quality and Ventilation: Prediction and measurement standards methods of materials' emissions, air movement; efficiency of air cleaning methods; measurement

methods and prediction of air leakage; indoor air quality; computational fluid dynamic modeling of indoor air quality; impact of heating systems on house ventilation; thermal comfort and temperature distribution; subjective aspects of indoor air quality and ventilation; evaluation test reports. Lighting: Energy performance of advanced lighting control systems; development of lighting quality indicators; impact of lighting fixtures and systems on occupants' mood and satisfaction; daylighting prediction methods and measurement protocols; glazing, visible light-transmittance, development of integrated an energy-efficient office workstations.

Program Record Number: NRC IRC 0400

Urban Infrastructure

Description: Innovative models and cost-effective technologies and tools for the prediction, design, rehabilitation, evaluation, and management of buried utilities, concrete structures (highway bridges) and urban roads. Information on cold climate effects, performance, deterioration and rehabilitation of urban infrastructure, specifically buried water and sewer lines, urban roads and concrete bridges. Numerical modelling, laboratory testing and full scale field studies. Centre for Sustainable Infrastructure Research (CSIR): development and management of sustainable water and wastewater infrastructure; innovative methods to reduce the risks, costs, and resources needed to build and maintain these assets, while increasing their performance and value.

Topics: Material and structure performance and deterioration, condition assessment including non-destructive evaluation, risk/decision models, life-cycle analysis, maintenance management, asset management, performance-based guidelines for design and rehabilitation, frost action, permafrost, thermal conductivity of soils, steel corrosion/mitigation, early age cracking of concrete, bitumen chemistry and crack sealing of pavements, utility cuts in pavements and cold in-place recycling of pavements, thermal performance of manholes, trenchless technologies/sliplining.

Program Record Number: NRC IRC 0500

Integrated Manufacturing Technologies Institute (London)

Description: Administration, general correspondence, enquiries; DG and director calendar and travel expenses; time records; Advisory Board meetings and minutes; Senior Management meetings and minutes; IMTI Weekly News reporting; Agreements (research, including confidentiality agreements); correspondence, general information pertaining to research groups

plans and programs; visits and tours; workshops, research proposals and projects; publications (external and internal).

Topics: Correspondence, papers, CD ROMs, DVDs, VHS, graphics, pictures, PowerPoint presentations, agreement templates including research collaborative agreements, licensing agreements, confidentiality agreements, computer generated data acquisition paper printouts, tape media and computer hard drives/disks, procurement records.

Program Record Number: NRC IMT 0000

National Institute for Nanotechnology (Edmonton)

Administration

Description: General Reports and correspondence.

Topics: Human resources, building infrastructure; procurement; information technology and networks; and financial planning.

Program Record Number: NRC NIN 0002

Research Programs

Description: General reports and correspondence.

Topics: Molecular scale development; supramolecular nanoscale assembly; materials and interfacial chemistry; theory and modeling.

Program Record Number: NRC NIN 0200

Plant Biotechnology Institute (Saskatoon)

Description: Reports and information on activities.

Topics: Seed Oils, Natural Health Products, Anti-nutritional compounds, Disease Resistance, Environmental Stress Tolerance, Plant Genomics, Proteomics, Transformation Methodologies, Cell Culture Technologies.

Program Record Number: NRC PBI 0000

Stearie Institute for Molecular Sciences (Ottawa)

Administration

Description: Documents on the operation of the different individual groups such as project planning and reports, financial forecasts, research and development on industrial materials, travel and seminar information, replies to technical inquiries, and records on technical support – i.e., supplies and equipment, safety committee.

Topics: Administration; liaison (with associations, industries, foreign countries, universities, federal departments, and provinces); Government Industrial Assistance Programs; finance; budget; operations-general; projects and project

evaluations; tests; technology; public outreach and communications.

Program Record Number: NRC SIM 0000

Atomic, Molecular and Optical Science (AMOS)

Description: Information about advanced laser technology with physical and biological materials.

Topics: Nuclear motion in molecules; attosecond optical and electron pulses; real-time chemical processes; nuclear motion in solids; buried nano-structure writing.

Program Record Number: NRC SIM 2003

Biomolecular Sensing and Imaging (BSI)

Description: Information regarding the development and application of tools for molecular sensing and imaging for understanding cellular processes.

Topics: Molecular sensing; high resolution imaging; design and synthesis of chemical probes for functional genomics and proteomics and for the microfabrication of nanoscale devices.

Program Record Number: NRC SIM 2004

Molecular and Nanomaterials Architecture (MNA)

Description: Information on chemical synthesis for the design and development of novel architectures forming the basis for new molecular platforms in biomedical and environmental diagnostics and high performance materials.

Topics: Carbon nanotubes; nano-materials; small molecular probes for chemical biology; nanoparticles; organometallic frameworks for advanced materials.

Program Record Number: NRC SIM 2002

Materials Structure and Function (MSF)

Description: Information on the design, synthesis and characterization of meso-porous materials and on the development of methods for the determination of crystal structures for complex supramolecular materials.

Topics: Synthesis and modification of porous materials (soft and hard frameworks), gas hydrates, characterization of materials at molecular level, crystal and powder X-ray diffraction; solid-state NMR and micro-imaging.

Program Record Number: NRC SIM 2005

Theory and Computation (T&C)

Description: Information on theoretical approaches and computational tools to model quantum many-body structure, dynamics, and the physical, chemical and functional properties of materials in the gas and condensed phase.

Topics: Theoretical spectroscopy; chemical dynamics; materials; quantum chemistry of

macromolecular systems; combining density functional theory and other tools to model complex systems.

Program Record Number: NRC SIM 2001

General-Use Series

Description: Information on the organization of international conferences – memberships, fees, minutes, annual reports regarding associations and societies; co-operation and liaison activities with universities, institutes, provincial and federal departments and agencies; commercial agreements with provincial research councils and federal government departments; interdepartmental committee correspondence and minutes; research agreements; correspondence, policy and guidelines on the Canadian Human Rights Act, status of women and access to information and privacy.

Topics: Associations, clubs and societies; universities; institutes of technology; international conferences; commercial agreements; provincial governments; federal government departments; interdepartmental committees; Canadian Standards Association; publications; status of women; Canadian Human Rights Act; Access to Information Act and Privacy Act, Employment Equity, Advisory Board on Scientific and Technological Information; Scientific and Technological Information Services; research agreements.

Program Record Number: NRC GEN 0750

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Audits

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Finance

Hospitality

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Official Languages

Personnel

Proactive Disclosure

Procurement

Physical Security

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Particular Personal Information Banks

Accounts Receivable

Description: These files record debit and credit entries in connection with National Research Council accounts receivable. Files include information on financial transactions and outstanding balances.

Class of Individuals: Members of the general public who have purchased goods and services offered by the National Research Council.

Purpose: In addition to recording payment, records are used to follow up on overdue accounts.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for six fiscal years and are then destroyed.

RDA Number: 99/004

Related PR#: NRC PRN 915

TBS Registration: 000937

Bank Number: NRC PPU 045

Contracts Between NRC and Individuals

Description: This bank contains the initial proposal and submission, evaluations and correspondence, details of contract, financial transactions and interim or final reports.

Class of Individuals: Members of the general public who submit proposals for work to be performed for the National Research Council.

Purpose: To evaluate proposals, to process contracts, and to provide information for the verification of invoices, payments and scientific monitoring, and to administer contracts.

Consistent Uses: Definition requirement (statement of work); applicable procurement policies; sourcing mechanisms and expected completion time.

Retention and Disposal Standards: Records are retained for six fiscal years after completion and non-renewal of the contract and are then destroyed.

RDA Number: 99/004

Related PR#: NRC PRN 914

TBS Registration: 000939

Bank Number: NRC PPU 055

Deposit Accounts

Description: These files contain a record of credit balances of individuals in account with the National Research Council for the purchase of goods and services.

Class of Individuals: Members of the general public who have established a deposit account for the purchase of scientific and technical information.

Purpose: Files are maintained for the purpose of recording debit and credit entries against deposit accounts established by private individuals.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for six fiscal years and are then destroyed.

RDA Number: 99/004

Related PR#: NRC PRN 915

TBS Registration: 000938

Bank Number: NRC PPU 050

Employment Applications

Description: This bank contains information on candidates available for employment at the National Research Council when vacancies arise. Records contain letters, completed application forms, applicant resumes, comments of interviewer, and letters of reference.

Class of Individuals: Members of the general public who apply for employment at the National Research Council.

Purpose: To select candidates for vacancies at the National Research Council.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for two years following expiry of the eligibility list or last administrative use, whichever is later and are then destroyed.

RDA Number: 98/005

Related PR#: NRC PRN 920

TBS Registration: 000940

Bank Number: NRC PPU 060

Industrial Research Assistance Program

Description: The records in this bank are used to support proposals for financial assistance to cover the costs of salaries for company research staff engaged in approved projects. Participating companies provide the research facilities and other expenses involved in the project and retain all titles or have rights to access to the results of the jointly-funded research.

Class of Individuals: Directly-related employees of companies that submit proposals for financial assistance through this program.

Purpose: To determine the amount of financial contribution to the company if the proposal is accepted.

Consistent Uses: Used to measure the relevance, success, and effectiveness of the Program, as well as the follow-up to the Auditor General's Report.

Retention and Disposal Standards: Accepted proposals are retained for 10, 20 or 30 years depending on the project and then destroyed. Unaccepted proposals are retained for 10 years.

RDA Number: 2001/014

Related PR#: NRC IRP 705

TBS Registration: 001683

Bank Number: NRC PPU 026

Information Dissemination

Description: Information in this bank is provided by the purchaser of publications, subscriptions, information or computerized services.

Class of Individuals: Scientific community, contractors, architects, engineers and technicians.

Purpose: To provide individuals with information on prepaid subscriptions, publications, or computerized services, and to assess and collect charges. To process document orders, credit card payments and analyze usage for the purpose of future development.

Consistent Uses: This information is used to record financial transactions, to update computerized mailing lists, to process document orders, credit card payments, analyze sales and the client base.

Retention and Disposal Standards: Records are retained for a period of two years and are then destroyed.

RDA Number: 99/003

Related PR#: NRC CIS 0310, NRC CIS 0800 and NRC IRC 9040

TBS Registration: 000944

Bank Number: NRC PPU 080

International Exchanges and Visits

Description: This bank contains applications from individuals who wish to visit France under the NRC/CNRS Scientific Co-operation Program or the France/Canada Exchange Agreement, recommendations, decisions of the selection committee, and related correspondence.

Class of Individuals: Members of the scientific community.

Purpose: To select individuals for these two programs and to implement administrative procedures connected with the exchange or visit.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for three years after the termination of exchange or visit, or three years after the arrangement ceases and are then destroyed.

RDA Number: 98/005

Related PR#: NRC PRN 921

TBS Registration: 000934

Bank Number: NRC PPU 030

Inventions: Submissions by Private Individuals or Private Firms

Description: This bank contains information on inventions submitted by individuals for assessment and scientific comments and patent protection advice provided by the National Research Council. Information includes the original submission, evaluation by scientific personnel where expertise was available, and the reply to the enquirer. Also, this bank contains information of individuals submitting proposals for code changes or comments on proposed changes to the National Construction Code documents.

Class of Individuals: Members of the general public who request advice about their inventions and members of the general public who choose to participate in the national building code development process.

Purpose: To carry out an assessment and provide scientific comment and advice on inventions submitted by the general public and to assist in acknowledging and responding to proposals and comments received from the general public.

Consistent Uses: To process for review and analysis.

Retention and Disposal Standards: Records are retained for a period of five years and are then transferred to Library and Archives Canada.

RDA Number: 94/024

Related PR#: NRC EXE 0100

TBS Registration: 000932

Bank Number: NRC PPU 010

Manuscripts for Publication

Description: These records contain manuscripts, forms and publishing department correspondence related to the printing of Council research journals. Full name, address, title of paper, name of journal to which the paper was submitted and date of submission are required for access.

Class of Individuals: Individuals who have submitted manuscripts.

Purpose: To record information relating to the publication of papers in research journals. To process document orders and credit card payments.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for two years and are then destroyed.

RDA Number: 98/001

Related PR#: NRC CIS 900

TBS Registration: 000936

Bank Number: NRC PPU 040

National Research Council and Committee Membership

Description: This bank contains background information, including the educational background, affiliation, publication list, and professional experience of individuals nominated for service on Council and its associated committees.

Class of Individuals: Past and current members of Council and members of committees of Council.

Purpose: To assist in the selection and appointment of members of the National Research Council and its committees.

Consistent Uses: None.

Retention and Disposal Standards: Records of persons who are or have been members of the Council and/or its committees are retained from 5 to 12 years and then transferred to the Library and Archives Canada.

RDA Number: 94/024

Related PR#: NRC EXE 010

TBS Registration: 000931

Bank Number: NRC PPU 005

Personal Letters of Recommendation by National Research Council Personnel Relating to Non-Staff Members

Description: This bank contains requests for recommendations and copies of letters of recommendation made by staff members for non-staff individuals.

Class of Individuals: Members of the scientific and academic communities who ask for letters of recommendation.

Purpose: To provide letters of recommendation to members of the scientific and academic communities.

Consistent Uses: Past letters are referenced when a non-staff member makes a request for another letter of recommendation.

Retention and Disposal Standards: Files are retained for two years and are then destroyed.

RDA Number: 98/001

Related PR#: NRC HRB 0000

TBS Registration: 000933

Bank Number: NRC PPU 015

Secondments and Exchanges Between the National Research Council and Outside Organizations

Description: This bank contains requests for secondment or exchange of personnel and memoranda leading to the approval or rejection of requests.

Class of Individuals: Persons other than NRC employees who have been involved in exchanges or loans.

Purpose: The purpose of this bank is to provide documentation for the administration of exchanges and loans of personnel.

Consistent Uses: Information is used to make decisions on these exchanges and loans.

Retention and Disposal Standards: Records are retained for three years after the agreement ceases or after rejection of the proposal and are then destroyed.

RDA Number: 98/005

TBS Registration: 000942

Bank Number: NRC PPU 070

Research Associateship Program: Applicant Inventory

Description: Records contain application forms, curricula vitae, academic records, publications, letters of recommendation, personal characteristics and employment history.

Class of Individuals: Individuals who have made application to the National Research Council for research associateships.

Purpose: To select recipients of NRC research associateships.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for two years and are then destroyed.

RDA Number: 98/005

Related PR#: NRC HRB 0400

TBS Registration: 000941

Bank Number: NRC PPU 065

Youth Initiative

Description: This bank contains information about post-secondary students, their name, age category, year of graduation, field of study, address, telephone number, level of study, and designated category under the Employment Equity Act.

Class of Individuals: General public.

Purpose: The purpose of this bank is to list selected participants in the Internship Program with innovative SMES and the Collaborative Research Internships Program.

Consistent Uses: Monitoring, follow-up and reporting to Human Resources and Skills Development Canada.

Retention and Disposal Standards: Records are retained by NRC for the duration of the program plus three years, after which the records are destroyed.

RDA Number: 98/005

Related PR#: NRC IRP 1706

TBS Registration: 004039

Bank Number: NRC PPU 085

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to information and Privacy Requests

Electronic Network Monitoring Logs

Internal Disclosure of Wrongdoing in the Workplace
Hospitality

Personnel Security Screening

Relocation

Security Video Surveillance and Temporary Visitor
Access Control Logs and Building Passes

Travel

Classes of Personal Information

The personal information contained in this class is distributed across a wide range of subject files. It is not used for administrative purposes, and is normally neither arranged nor retrieved by personal identifiers. The most common types of personal information contained in this class are name, address, and, in some cases, affiliation, educational background and experience. The information was collected through general enquiries, complaints, requests for assistance, and personal views and opinions directed by the public to the scientific laboratories; to the NRC-Canada Institute for Scientific and Technical Information; to the NRC-Industrial Research Assistance Program regarding its assistance programs; NRC-Institute for Research in Construction for changes to the National Building Codes of Canada and to the Council's supporting administrative branches such as Human Resources and Administrative Services, Contract Services and Communications. Individuals wishing to access information relating to themselves should provide specific details regarding the institute, branch, or individual to whom the correspondence was addressed; the approximate date of the correspondence; the subject matter; the name of the program

(if applicable); and the file reference number, if available.

The retention periods for this class of personal information vary and are provided in the records schedules of the general subject files in which the information is stored.

Manuals

- Administration and Services Manual (ASM)
- Anglo-American Cataloguing Rules
- CONSER Cataloguing Manual
- Canada Labour Code Directives
- Financial Management Manual (FMM)
- Human Resources Manual (HRM)
- Library of Congress Classification schedules
- Library of Congress Subject Headings
- MARC 21 Format for Authority Data
- MARC 21 Format for Bibliographic Data
- MARC 21 Format for Holdings Data
- MARC Code List for Countries
- MARC Code List for Geographic Areas
- MARC Code List for Languages
- MARC Code List for Organizations
- MARC Code Lists for Relators, Sources, Description Conventions
- Standard Operating Policies and Procedures (SOPP)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for additional information about the NRC may be directed to:

Manager, Communications
National Research Council
Administration Building (M-58)
Montreal Road
Ottawa, Ontario K1A 0R6
Telephone: 613-993-4619

Regional Contacts

Scientific and technical advice, assistance and information to the Canadian manufacturing industry and the small business community in particular are provided by the Technology Network of the Industrial Research Assistance Program (NRC-IRAP) located across Canada. Information on locations, names and telephone numbers of regional contacts is available from:

National Research Council Canada
Montreal Road, Building M-55, Room 269D
Ottawa, Ontario K1A 0R6

Telephone: 613-993-3431

NRC-CISTI

Additional information about NRC-CISTI's many specialized services can be obtained from:

Canada Institute for Scientific and Technical Information

National Research Council
Montreal Road, Building M-55
Ottawa, Ontario K1A 0R6

Telephone: 613-993-1600

Reading Room

The Canada Institute for Scientific and Technical Information (NRC-CISTI) and its Information Centres have assigned public rooms under the Access to Information Act. The addresses of these rooms may be obtained by contacting the Institute at:

Montreal Road, Building M-55
Ottawa, Ontario

Telephone: 613-993-1600

Please visit NRC's website for further information:
<http://www.nrc-cnrc.gc.ca/>

National Round Table on the Environment and the Economy

Chapter 116

General Information

Background

The National Round Table on the Environment and the Economy (NRTEE) was created in 1988 in response to the Report of the World Commission on Environment and Development (Brundtland Commission) and the recommendations of the National Task Force on the Environment and the Economy. The NRTEE was given legislative form as an independent agency and unique multi-stakeholder advisory body with the passage in 1993 of the National Round Table on the Environment and the Economy Act. The Act mandates the NRTEE to serve as a catalyst in identifying, explaining and promoting the principles and practices of sustainable development. This Act establishes the organization as a departmental corporation, reporting to Parliament through the Minister of Environment.

Drawing on the wealth of insight and experience represented by its diverse membership, the NRTEE's mission is to generate and promote innovative ways to advance Canada's environmental and economic interests in combination, rather than in isolation. In this capacity, it examines the environmental and economic implications of priority issues and offers advice on how best to reconcile the sometimes competing interests of economic prosperity and environmental conservation.

Responsibilities

The mandate of the National Round Table on the Environment and the Economy, as stated in Section 4 of the National Round Table on the Environment and the Economy Act, is to play the role of catalyst in identifying, explaining and promoting, in all sectors of Canadian society and in all regions of Canada, principles and practices of sustainable development.

Legislation

- National Round Table on the Environment and the Economy Act

Organization

The National Round Table on the Environment and the Economy is a departmental corporation consisting of a chairperson and not more than twenty-four (24) other members appointed by Governor in Council for renewable terms of up to three (3) years. NRTEE's members are distinguished Canadians who represent a broad range of regions and sectors, including business, labour, academia, environmental organizations, Aboriginal communities, and municipalities.

A President and CEO, also appointed by Governor in Council, supervises and directs the work and staff of the Round Table. The Secretariat in Ottawa provides analytical, communication and administrative support to Round Table members.

The National Round Table has a single program with one activity, to provide advice on environmental and economic issues. This advisory activity is made up of subjects that are chosen and overseen by NRTEE members.

Information Holdings

Program Records

Aboriginal Communities and Non-Renewable Resource Development

Description: Information on the key issues affecting the sustainability of Aboriginal communities involved with, or impacted by, mineral, oil and gas exploration and development in Canada's North.

Topics: Aboriginal communities; non-renewable resources; diamond mining, oil and gas exploration; Canada's North; cumulative effects management; investment; resource revenues.

Access: By subject.

Format: Electronic and Paper.

Program Record Number: NRTEE ACD 001

Brownfield Sites

Description: Information on the challenges and opportunities of brownfield sites and the improvement of site-specific data on the environmental condition of land.

Topics: Financial services; brownfields; contaminated sites.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE BRS 002

Canada's International Role with Regard to Climate Change

Description: Information on advice on Canada's international role with regard to climate change; integrating climate change objectives into Canadian foreign policy, trade and aid objectives; promoting linkages between Canada's emerging carbon market; maximizing trade opportunities; developing a strategy to promote the export of Canadian climate-related technologies.

Topics: Climate change; foreign markets; carbon markets; international trade; foreign policy; environmental technologies; Kyoto Protocol.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE CIR 100

Capital Markets and Sustainability

Description: Information on the relationship between capital markets, financial performance and sustainability in Canada.

Topics: Capital markets; short-termism; materiality; institutional investors; pension plans; environmental and social governance (ESG); fiduciary duty.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE CMS 300

Clean Air Act Program

Description: Information on advice to the federal government on air pollutants and greenhouse gas (GHG) emissions, in support of Canada's proposed Clean Air Regulatory Agenda; advice on national objectives for ambient air for particulate matter and ozone for the periods 2020–2025 and 2050.

Topics: Clean Air Act; greenhouse gas emissions; air pollutants; ambient air quality; particulate matter; ozone; emission reduction targets; sulfur dioxide; nitrogen oxides; gaseous ammonia; volatile organic compounds.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE CAA 101

Climate Change Adaptation Policy

Description: Information on Canadian public policy influence on communities and economic sectors plan for and manage the effects of climate change, primarily on physical infrastructure in Canada's North; risk management of climate change impacts.

Topics: Climate change; adaptation; physical infrastructure; Canada's North; construction; insurance; risk management.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE CAA 102

Communications

Description: Information on communications and strategic communication advice, press releases, media relations, publications, web site.

Topics: Communications.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE COM 201

Conservation of Natural Heritage

Description: Information on key challenges and opportunities for conservation; public and private stewardship of the land and waters to better conserve, restore and maintain the long-term health of ecosystems.

Topics: Conservation; natural heritage; working landscapes; marine ecosystems; forests.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE CNH 401

Conserving Canada's Natural Capital: The Boreal Forest

Description: Information on to balancing conservation with economic activity on lands allocated for resource development in Canada's boreal forest through regulatory and fiscal policy reform.

Topics: Conservation; boreal forest; natural capital.

Access: By subject.

Format: Electronic and Paper.

Program Record Number: NRTEE CCN 410

Domestic Emissions Trading Awareness

Description: Information on an initiative to broaden awareness and understanding of the concept of greenhouse gas emissions trading among key opinion leaders; partnerships with Canadian Chamber of Commerce, Pollution Probe and "Centre patronal de l'environnement du Québec".

Topics: Domestic emissions trading; climate change; greenhouse gas emissions; carbon markets.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE DET 500

Eco-efficiency

Description: Information on eco-efficiency as a practical approach that businesses are adopting in setting and achieving their environmental performance objectives. Topics: Eco-efficiency; indicators; environmental performance; corporate reporting.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE ECO 009

Ecological Fiscal Reform and Energy

Description: Information on governmental use of fiscal policy as a strategic tool to simultaneously achieve environmental and economic objectives.

Topics: Fiscal policy; ecological fiscal reform; energy; environmental policy; environmental policy.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE EFR 560

Economic Instruments and Ecological Fiscal Reform

Description: Information on the alignment of fiscal policy with other policy tools for the achievement of simultaneous economic and environmental objectives in the Canadian context.

Topics: Economic instruments; ecological fiscal reform; hydrogen; fiscal policy; economic policy; environmental policy.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE EIE 505

Education on Sustainable Development

Description: Information on programs and materials to encourage awareness of environment and economy linkages in learning settings, collaborating with Canadian engineering associations and business schools.

Topics: Environmental education; educational tools; engineering; business schools.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE ESD 303

Energy and Climate Change

Description: Information on advice to the government on a long-term climate change and energy strategy for Canada.

Topics: Climate change; carbon emissions; greenhouse gas emissions; air quality.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE ECC 110

Environment and Sustainable Development Indicators Initiative

Description: Information on indicators to track whether Canada's current economic activities threaten the way of life for future generations.

Topics: Natural capital; human capital; forest cover; freshwater quality; air quality; greenhouse gas (GHG) emissions; extent of wetlands; educational attainment.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE ESD 333

Environmental Technologies

Description: Information on promoting the growth of the Canadian environmental industry as a key step in Canada's progress toward sustainable development, selected client industries and sectors.

Topics: Environmental technologies; environmental industry; environmental policy; market opportunities.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE ETC 020

Foreign Policy and Sustainable Development

Description: Information on ways to identify and promote methods for Canada's international commitments to take greater account of environmental considerations and impact, focused on sustainable cities from 1996 to 1998, and monitored the NAFTA expansion and Free Trade of the Americas initiative, and Canada's progress in meeting international treaty and convention commitments.

Topics: Foreign policy; environmental policy; NAFTA; free trade; international treaties and conventions; Summit of the Americas.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE FPS 320

Federal Green Procurement

Description: Information on how and to what extent the federal government should use green procurement as a means to help Canadian firms respond to growing foreign demands for "green" products, services and means of production.

Topics: Federal procurement; environmental products and technologies; environmental policy.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE FGP 111

Greening of the Budget

Description: Information on yearly recommendations on environmental initiatives to the Minister of Finance and the House of Commons Standing Committee on Finance each year.

Topics: Federal budget; economic policy; environmental policy.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE GBU 709

Health, Environment and the Economy

Description: Information on the methods of making decisions to protect human health from possible environmental threats; transparency in decision making.

Topics: Health, toxic substances, environmental policy.

Access: By subject.

Program Record Number: NRTEE HEE 800

LEAD Canada

Description: Information on The National Round Table's hosting of LEAD Canada (Leadership for Environment and Development) until 2001.

Topics: LEAD Canada; sustainable development; training; education.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE LEC 008

National Brownfield Redevelopment Strategy

Description: Information on a national strategy that incorporated federal, provincial, municipal and private sector measures to facilitate the redevelopment of brownfields in Canada.

Topics: Brownfields; contaminated sites; environmental liability.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE NBR 007

National Forum on Climate Change

Description: Information on a citizens' panel of 25 respected, objective Canadians in a National Forum on Climate Change and how to assist Canadians to better understand the climate change issue and all its implications.

Topics: Climate change; Order of Canada.

Access: Electronic and paper.

Program Record Number: NRTEE NFC 106

Ocean Environment and Resources

Description: Information on policy advice in support of federal government initiatives aimed at conservation and development of ocean resources,

the principles behind co-management and an integrated approach to managing coastal zones, in Canada and abroad.

Topics: Oceans; coastal zones; co-management; oceans resources.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE OER 080

Operations and Policy

Description: Information relating to the areas of corporate policy and planning, human resources, information technology, finance, administration, records management, library services, access to information, privacy, and security.

Topics: Human resources policies; HR compensation; financial management; administrative services; information management; strategic and operational plans; information systems; program evaluation; Access to information and Privacy Acts; security.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE OPS 220

Private Woodlots

Description: Information on private woodlot management in the Maritimes; stewardship; calculation of resource inventories; federal taxation; certification of forest Products; interprovincial trade, forestry regimes and best practices.

Topics: Private woodlots; forestry management; forestry practices; forest products; interprovincial trade.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE PWL 800

Procurement and Contract Administration

Description: Information on records relating to the initiation and award of contracts for professional services, construction services, maintenance services and goods, including procurement and solicitation planning of tender documents, solicitation and evaluation of bids, awarding of contracts, market assessment and bidability reviews.

Topics: Requests from operational areas within the institution to proceed in tendering a contract; descriptions of contract requirements; bid solicitation; specifications; tender package; amendments; request for proposals (RFP); expressions of interest (EOI); proposals; bids; offer of service; source lists; evaluation of bids and proposals; legal opinion; contract negotiation; Statements of work (SOW); financial/insurance/

bonding documents; contract solicitation; award of contract, invoicing; contract evaluations.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE PCA 204

Projet de Société

Description: Information on the "Projet de société", as a response to the challenge of sustainable development; and to design a national sustainable development strategy (NSDS), identified in Agenda 21 at the Earth Summit.

Topics: "Projet de société"; sustainable development; Agenda 21; environmental policy; economic policy; Earth Summit.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE PDS 111

Rio + 5

Description: Information on the March 1997, Rio + 5 conference hosted by Earth Summit; the NRTEE's meeting of the three North American National Councils on Sustainable Development (NCSDs).

Topics: Rio+5; Earth Summit; sustainable development policy; National Councils on Sustainable Development; sustainable development progress.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE RIO 005

Round Table

Description: Information on the organization, operations and management of the Round Table members; corporate governance and performance, member orientation, material relating to NRTEE Plenaries, other formal and informal meetings, audits, administration of member expenses, correspondence and communications with members, meetings and other event logistics.

Topics: Biographies, Corporate Secretary; Orders-in-Council, By-Laws, Plenary documents, agendas, minutes, policies and procedures, expense accounts, press releases, corporate secretary, NRTEE governance.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE RTM 205

Sustainable Cities Initiative

Description: Information on Canada's part in the provision of environmentally sound infrastructure in developing countries, and to by cities around the world.

Topics: Sustainable cities; foreign investment; infrastructure market; environmental technologies.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE SCI 309

Sustainable Development Priorities for the New Millennium

Description: Information on new environmental issues and challenges facing Canadians at the beginning of the new millennium.

Topics: Millennium; environmental contaminants; urban spaces; global economy; environmental policy; environmental policy.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE SDP 340

Sustainable Development Reporting

Description: Information on Canada's need for a system of measuring and reporting the country's progress toward achieving sustainable development to support and facilitate improved policy development and decision-making.

Topics: Sustainable development; decision-making; environmental reporting; performance measurement; environmental policy.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE SDR 309

Sustainable Transportation

Description: Information on promoting sustainable transportation coordinated with the strategies and actions emerging from other levels of government in Canada and internationally.

Topics: Transportation; transportation policy; environmental policy; transportation infrastructure.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE STR 311

Urban Sustainability

Description: Information on strategies based upon sustainable development principles that improve the quality of life and competitiveness of Canada's cities or urban regions.

Topics: Urban sustainability; cities, urban development; urban transit; sustainable infrastructure.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE URS 390

Vehicle Feebates

Description: Information on advice to the federal government on options for a vehicle feebate for Canada.

Topics: Vehicle feebate; automotive industry; fiscal policy; economic policy; environmental policy.

Access: By subject.

Format: Electronic and paper.

Program Record Number: NRTEE VFB 007

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Business Continuity Plans (BCP)

Classification of Positions

Finance

Furniture and Furnishings

Hospitality

Human Resources

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Travel

Particular Personal Information Banks

Consultant Information

Description: This data file contains the names, addresses and profiles of all consultants who have submitted company profiles to the NRTEE.

Class of Individuals: Individuals who have submitted, solicited or unsolicited, profiles to NRTEE for contract work.

Purpose: To maintain a record of consultants that have an expertise in, and are interested in doing contract work on NRTEE issues.

Consistent Uses: The records are used to review profiles for possible contract work.

Retention and Disposal Standards: Records are kept for three fiscal years, then transferred to storage.

RDA Number: 2003/008

Related PR #: NRTEE PCA 204

TBS Registration: 003983

Bank Number: NRTEE PPU 001

NRTEE Corporate Database

Description: This is a database of individuals' information in the form of name, affiliation, and business or home mailing address. Information on individuals who have expressed an interest in the NRTEE's corporate information, publications, or work is maintained in this database.

Class of Individuals: Individuals and groups that have an interest in sustainable development issues and NRTEE activities, including academia, government, business, media, non-governmental and environmental organizations, and libraries.

Purpose: To maintain standard lists for the mailing of NRTEE publications, specifically the NRT Review. The database also contains contact information on individuals who have expertise in areas related to the work of the NRTEE, to be used mainly for the construction of multi-stakeholder discussions.

Consistent Uses: The information contained in the records is used to communicate with individuals interested in issues addressed by the NRTEE.

Retention and Disposal Standards: Records are kept permanently, unless otherwise directed by the individual.

RDA Number: 2003/008

Related PR #: NRTEE COM 201

TBS Registration: 003984

Bank Number: NRTEE PPU 002

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Hospitality

Relocation

Travel

Manuals

- NRTEE Program Planning Manual
- NRTEE Human Resources Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the National Round Table on the Environment and the Economy and its work may be directed to:

National Round Table on the Environment and the Economy (NRTEE)

344 Slater Street, Suite 200

Ottawa, Ontario K1R 7Y3

Telephone: 613-992-7189

Facsimile: 613-992-7385

E-mail: admin@nrtee-trnee.ca

Internet: www.nrtee-trnee.ca

Reading Room

In accordance with the Access to Information Act, the NRTEE has designated a reading room located at:

344 Slater Street, Suite 200

Ottawa, Ontario

Natural Resources Canada

Chapter 117

General Information

Background

The Department of Natural Resources was created by the Department of Natural Resources Act on January 12, 1995. It combined the former departments of Energy, Mines and Resources, and Forestry. Some groups in the department, such as the Geological Survey of Canada, have been in existence for more than a century. The mandate of the department is the sustainable development and use of natural resources: energy, minerals, metals, forests and related industries, using expertise in science, technology, policy and programs. The department is organized into five science-based sectors, a Corporate Management Sector, a Strategic Policy Sector and two corporate branches: Communications, and Audit and Evaluation.

Responsibilities

Under the Minister of Natural Resources, the department plays a pivotal role in helping shape the important contribution of the natural resources sectors to the Canadian economy, society and environment. These sectors, which comprise our forests, energy, minerals and metals, as well as related industries including those dealing with earth sciences, are a cornerstone of Canadian prosperity and are helping build a 21st-century economy. Through partnership and innovation, Natural Resources Canada (NRCan) works with Canadians to make wise use of our resources, strengthening the social foundation of Canadian life. NRCan conducts innovative scientific research to generate and transfer ideas, knowledge and technologies. It continues to promote Canada's international interests to meet our global commitments related to natural resources and ensure Canada's place in the world. Visit www.nrcan.gc.ca to learn more.

Legislation

- Alberta-British Columbia Boundary Act
- Arctic Waters Pollution Prevention Act
- British Columbia Act
- Canada Business Corporation Act
- Canada Foundation for Sustainable Development Technology Act
- Canada Lands Surveys Act
- Canada Oil and Gas Operations Act
- Canada Petroleum Resources Act
- Canada-Newfoundland Atlantic Accord Implementation Act
- Canada – Nova Scotia Offshore Petroleum Resources Accord Implementation Act
- Canadian Exploration and Development Incentive Program Act (repealed)
- Canadian Exploration Incentive Program Act (repealed)
- Canadian Home Insulation Program Act
- Canadian Income Tax Act – Section 248
- Canadian Ownership and Control Determination Act
- Cooperative Energy Act
- Department of Energy, Mines and Resources Act
- Department of Natural Resources Act
- Electoral Boundaries Readjustment Act
- Energy Administration Act
- Energy Efficiency Act
- Energy Monitoring Act
- Energy Supplies Emergency Act
- Explosives Act
- Export and Import Permits Act
- Forestry Act
- Hibernia Development Project Act
- International Boundary Commission Act
- International Boundary Demarcation Treaty
- Motor Vehicle Fuel Consumption Standards Act
- National Energy Board Act

- Northern Pipeline Act
- Nuclear Liability Act
- Nuclear Safety and Control Act
- Oil Substitution and Conservation Act
- Petroleum Incentives Program Act
- Public Lands Grants Act
- Representation Commissioner Act
- Resources and Technical Surveys Act
- Transport of Dangerous Goods Act
- Yukon Placer Mining Act (Repealed)
- Yukon Quartz Mining Act

Organization

The Department of Natural Resources is organized into sectors – Canadian Forest Service, Energy Policy Sector, Energy Technology and Programs Sector, Earth Sciences Sector, Minerals and Metals Sector, Corporate Management Sector and Strategic Policy Sector. The department also has two corporate branches, Communications Branch, and Audit and Evaluation Branch. In addition, the department has an Office of the Chief Scientist and a Shared Services Office. There are also two Crown corporations (Atomic Energy of Canada Limited and the Cape Breton Development Corporation), the Northern Pipeline Agency and several boards, commissions, committees and councils, such as the Canadian Nuclear Safety Commission, that report to Parliament through the Minister of Natural Resources.

Audit and Evaluation Branch

Internal Audit

The Internal Audit Division provides independent, objective assurance and consulting services designed to add value and improve the department's operations. Internal audit activity helps the department accomplish its objectives by bringing a systematic, disciplined approach to assessing and improving the effectiveness of risk management, control, and governance processes in the department.

Evaluation

The Evaluation Division provides our Minister, Deputy Minister, central agencies and Canadians with neutral, systematic evidence-based

assessments of NRCan programs, policies and initiatives. Our evaluation reports focus on issues of relevance, success, cost effectiveness/alternatives and design improvements. Common evaluation methodologies that we use include document and literature reviews, file reviews, key informant interviews, case studies, external peer reviews, economic analyses and examinations of administrative data. The conclusions and recommendations in our evaluation reports help managers improve their programs and manage for results. The reports assist the government with decisions on resource allocation and reallocation and provide accountability to Parliament and Canadians.

Canadian Forest Service

The Canadian Forest Service (CFS) promotes the sustainable development of Canada's forests and the competitiveness of the Canadian forest sector. The CFS evaluates approaches to sustainable forest management, monitors forest health, provides national forestry statistics and economic analysis, and conducts research on issues of national and international significance such as biodiversity, afforestation, climate change and forest fires. The CFS synthesises and integrates information from all sources within the Canadian forest sector to report nationally and internationally. Well-equipped with scientific, technical and policy development expertise, the CFS plays a lead role in addressing national and international issues that affect Canada's forests and forest sector. To this end, the CFS brings together stakeholders to develop common strategies and national consensus on forestry issues and establishes links and partnerships with other departments, provinces and territories, industry, forest research institutes, Aboriginal communities, and non-governmental groups. The CFS delivers its services through its headquarters in the National Capital Region and a network of five forestry centres. These centres are strategically located across Canada: Victoria, British Columbia; Edmonton, Alberta; Sault Ste. Marie, Ontario; Québec, Québec; and Fredericton, New Brunswick. The centre in Edmonton has a Saskatchewan Liaison Office in Prince Albert, Saskatchewan. The centre in Fredericton has a research office located in Corner Brook, Newfoundland and Labrador, as well as the Acadia Research Forest. The Sault Ste. Marie centre manages the national Petawawa Research Forest in Chalk River.

Communications Branch

The Communications Branch is responsible for providing a full range of communications services to the Minister, Deputy Minister and senior management. It advises and helps different sectors in the department as they plan and implement strategies to keep the public informed. It also analyzes public and media reaction to departmental initiatives.

Corporate Management Sector

The Corporate Management Sector provides NRCan with a systematic, directional and guiding approach to achieve strategic and operational objectives in the areas of Finance, Human Resources, Security, Safety and Emergency Management, Information Management, Information Technology, Access to Information and Privacy, and Real Property. Corporate Management Sector comprises a Financial Management Branch, a Human Resources and Security Management Branch, an Information Management Branch, each headed by a director general, as well as a Real Property Management Division headed by an executive director.

Earth Sciences Sector

The Earth Sciences Sector (ESS) of Natural Resources Canada is a national institution with deep roots in Canada's history, some predating Confederation, and has an important role to play in Canada's future. ESS is the country's principal earth sciences agency. It provides timely, reliable information, services and expertise on geomatics and geoscience to Canadians. ESS is recognized as a world leader in the provision of public-good earth sciences data and information.

The sector is made up of two major organizations – the Geological Survey of Canada and Geomatics Canada. As Canada's national geoscience agency, the Geological Survey of Canada provides geological information and technologies to support the sustainable development of Canada's resources. Geomatics Canada provides geographic maps and information on Canada's land mass and offshore resources. The scientific knowledge, tools and insights provided by the Geological Survey of Canada and Geomatics Canada contribute to the Government of Canada and to the lives of Canadians through economic development, public safety and security, environmental stewardship, and supporting the governance and understanding

of Canada through the provision of a cadastral system.

Energy Policy Sector

In partnership with all levels of government, universities, research institutes, the private sector and international organizations, the Energy Policy Sector works to enhance the economic and environmental well-being of Canada by fostering the sustainable development and use of the nation's energy resources to meet the present and future needs of Canadians. Its mission is "A better energy future for Canada." EPS focuses on science and technology, policies, programs, knowledge and international activities in the areas of energy efficiency, renewables and alternatives, and energy resources to further sustainable development.

Energy Technology and Programs Sector (ETPS)

The Energy Technology and Programs Sector provides leadership in developing and implementing energy S&T and energy efficiency policies and programs for NRCan. The Sector builds and maintains energy technology research and knowledge capacity in the department. The sector is responsible for directing the planning, organization and activities of highly specialized research and development to support hydrocarbon, non-hydrocarbon, alternate energy and energy efficiency sectors, and the relevant and associated industries across Canada. The efficient use of energy resources is key to addressing issues regarding clean air and reducing greenhouse gas emissions. The sector is also responsible for developing and implementing integrated strategies, plans and programs (including energy-efficiency programs, improved energy-efficiency regulations, training and information) to promote greater attention to, and progress in, energy efficiency and alternative energy use in Canada in response to government priorities.

Geological Survey of Canada (GSC)

The GSC is Canada's national geoscience agency providing geological information on Canada's land mass and near-offshore regions to support the sustainable development of the nation's natural resources, to help mitigate against loss from natural disasters and to inform people about environmental stewardship and health issues. The GSC delivers its programs through the Central

and Northern Canada Branch and the Atlantic and Western Canada Branch, whose interlinked activities draw on the expertise of scientists and support staff in seven GSC offices located across Canada.

Geomatics Canada (GC)

Geomatics Canada is a part of the Earth Sciences Sector of Natural Resources Canada. Geomatics makes Canada one of the world's "smartest" developers of natural resources. Geomatics Canada is responsible for matters relating to cadastral surveying, mapping, remote sensing and geographically referenced information describing the Canadian territory. Geomatics information is used in formulating public policy and in supporting internationally competitive Canadian geospatial enterprises. Primary activities include the acquisition, transformation, integration, management and dissemination of topographical and geographical information and remotely sensed data, the development and transfer of associated technologies, and participation in related national and international partnerships. The Canadian Geospatial Data Infrastructure (CGDI) Web site was launched, giving a Web-based access point for the latest Canadian environmental, geographic and scientific information. This national project was developed in cooperation with other agencies of the Government of Canada, provincial and territorial governments, industry and Canadian universities.

Minerals and Metals Sector (MMS)

The Minerals and Metals Sector (MMS) is the Government of Canada's primary source of scientific and technological knowledge and policy advice on Canada's mineral and metal resources and on explosives regulation and technology. In addition to housing three of Canada's premier scientific research institutions, MMS has the government lead in promoting the sustainable development and responsible use of Canada's mineral and metal resources. MMS is a leader in the generation and dissemination of knowledge on the Canadian minerals and metals industry. The sector collaborates with, and provides research services to, governmental, institutional and industrial clients for the development of new technology with economic, environmental and social benefits to Canadians.

The Office of the Chief Scientist (OCS)

The OCS represents the diversity of science and technology within NRCan and champions science on behalf of the department in a manner that communicates the complexity and scope of the program to key individuals and audiences inside and outside of government. OCS, in full cooperation with the sectors, will develop a departmental profile, vision and direction for NRCan science and technology. The Chief Scientist provides expert advice to the Minister, DM and ADMs on the department's scientific agenda and on national and global scientific trends and developments. The Chief Scientist leads in the development and maintenance of natural resource-based strategic science and technology networks nationally and internationally.

Shared Services Office (SSO)

SSO provides effective and efficient administrative services to NRCan employees across Canada. The SSO is responsible for Finance and Procurement Services, Human Resources Systems and Services, Information Technology Services, Records Management, Mail and Messenger Services, Fleet and Parking Services, and Facilities. The SSO provides high-quality service to its departmental clients, supporting NRCan in its delivery of services to the department's clients and partners.

Strategic Policy Sector (SPS)

SPS supports the Minister, the Deputy Minister, the Departmental Management Committee (DMC) and the Policy Management Committee (PMC) by providing policy and strategic advice in the management and coordination of the department – in the context of evolving federal priorities and emerging issues within the natural resource sectors. It works within NRCan and with other partners to develop departmental responses to government-wide policy priorities and to position NRCan strategically within the interdepartmental community. SPS develops and coordinates departmental policies on key horizontal issues such as innovation, regulatory policy, international, regional, environmental, sustainable development, freshwater and Aboriginal issues and leads NRCan's sustainable development strategy. It develops integrated responses to northern Canadian resource issues. It also conducts economic analysis on emerging issues. Through the Deputy Minister, SPS provides advice and issue-management support to the Minister and the department. Cabinet Affairs, Parliamentary

Affairs and the Appointments Office are key to fulfilling these responsibilities. The branch leads the development of strategic departmental policies. SPS also leads the department's strategic and business planning cycle. The Environmental Assessment team is responsible for coordinating NRCan's role in the environmental assessment of resource projects where NRCan is a responsible authority or a federal authority. The SPS Environmental Management team establishes policies and procedures related to the environmental performance of NRCan's facilities. The branch is responsible for managing special projects, including the annual NRCan Senior Managers' Conference and DMC retreats. It also provides quality control for ministerial and deputy ministerial correspondence and documents through its Executive Documents Unit.

Information Holdings

Program Records

Audit and Evaluation Branch

Internal Audit

Description: Principal information holdings are reports of internal audits performed.

Topics: Internal audits, internal audit policy, submissions to the audit committee, minutes from audit committee meetings, assurance audits, compliance audits, financial attest audits, follow-up audits, Auditor General and Commissioner of the Environment and Sustainable Development reports, Treasury Board Secretariat and Comptroller General correspondence.

Program Record Number: NRCan AEB 639

Evaluation

Description: Principal information holdings are reports of evaluations performed.

Topics: Program evaluation, evaluation studies to assess the continued relevance, cost-effectiveness, impact and success of departmental programs, policies and organizations; correspondence relating to evaluation reports.

Program Record Number: NRCan AEB 640

Canadian Forest Service (CFS)

National Forestry Centres

Description: National Forestry Centres are the science delivery mechanism through which the Canadian Forest Service (CFS) of Natural Resources Canada fulfils its commitment to

sustainable development and the competitiveness of the Canadian forest sector. The five forestry centres engage in a national research program that supports Canada's domestic and international forest policy priorities. By focusing on emerging issues, the centres continuously advance the quality and quantity of knowledge concerning Canada's forests. CFS centres conduct research in the areas of biodiversity, biotechnology, climate change, forest ecology and ecosystem dynamics, entomology, pathology, monitoring, forest fires, forest landscape management, silviculture, forestry practices and socio-economics. They also deliver technology transfer, communications and library services. The centres provide strategic perspective and context on regional forestry issues from all parts of Canada. They liaise and partner with Canada's provinces and territories, the Canadian forest sector, First Nations, universities, private research facilities, international institutes and non-governmental organizations, in order to identify strategic national science concerns and to engage Canadian science and technology players in an inclusive, cooperative approach to forest research. Additionally, the centres facilitate delivery of CFS programs dedicated to sustainable forest management, such as the new Forest Communities Program. Centres are also involved in the First Nations Forestry Program, which advances sustainable forest management and forest-based development for First Nations.

Topics: Knowledge and Information Synthesis; Climate Change and Fire Research; Forest Ecosystem Processes; Enhanced Timber Production and Protection; Forest Health and Biodiversity; sustainable forest management (Canada's Model Forest Program), First Nations (First Nations Forestry Program) and climate change (Feasibility Assessment of Afforestation for Carbon Sequestration).

Program Record Number: NRCan CFS 004

Policy, Economics and Industry Branch (PEIB)

Description: The branch coordinates and leads the development, implementation and monitoring of CFS's strategic policy issues. The branch provides economic analysis and advice related to the competitiveness of the forest sector including industry structure, resource availability and market trends. It works collaboratively with other federal departments and industry to advance the economic and trade interests of Canada's forest sector. The PEIB also is responsible for forest sector-related advice and analysis for the international climate change negotiations and domestic climate change initiatives. The branch has a presence at the international level, defining and advancing

Canada's position on forests before international bodies.

Topics: Policy analysis; Industry, Economics and Trade analysis; Canada-U.S. Softwood lumber dispute; Forest sinks in Kyoto Protocol; support to FPInnovations and its founding members Forintek Canada Corp. (Forintek), Forest Engineering Institute of Canada (FERIC) and the Pulp and Paper Research Institute of Canada (Paprican); Investments in Innovation; the Canada Wood Export Program (Canada Wood); Value to Wood Program; North American Wood First Initiative; Coordination of international bilateral and multi-lateral agreements; United Nations Forum on Forests (UNFF); UN Commission on Sustainable Development (UNCSD); Convention on International Trade in Endangered Species of Wild Flora and Fauna (CITES); Convention on Biological Diversity; Food and Agriculture Organization of the United Nations (FAO) and North American Forest Commission; World Conservation Union; International Tropical Timber Organization; International Model forest Network; International Forestry Partnerships Program.

Program Record Number: NRCan CFS 002

Planning, Operations and Information Branch (POIB)

Description: The branch coordinates federal, provincial and territorial relations, and provides strategic leadership to the Council of Canadian Forest Ministers (and coordinates and leads the development and reporting on criteria and indicators for both the CCFM and the Montreal Process). POIB is accountable for designing and maintaining an integrated planning, budgeting, performance management and accountability system for the Canadian Forest Service, as well as preparing statutory reports. The branch provides leadership within CFS and the forest sector in the assessment of priorities for development and transfer of information and knowledge for reporting on progress towards sustainable forest development both nationally and internationally.

Topics: Federal-provincial relations; strategic and operational planning; expenditures and results management process; Canadian Council of Forest Ministers and its initiatives, including the 2005 national status report on the criteria and indicators of sustainable forest management in Canada; National Forest Strategy 2003–2008, the related coalition and the federal government response; participation for Canada in the Montreal Process for the conservation and sustainable management of temperate and boreal forests; Canadian Forest

Inventory Committee; National Forestry Database Program; annual report to Parliament on the State of Canada's Forest; Knowledge Management.

Program Record Number: NRCan CFS 001

Science and Programs Branch

Description: The branch manages information on the CFS Science Programs, S&T Innovation, S&T Delivery Models, Strategic Alliances, and Science-Policy Relation. It leads the strategic planning, implementation and evaluation of the national S&T Program; coordinates the S&T component of the CFS activities across five regional forestry centres; and, provides science and program advice to policy-makers and the other branches. The branch pursues and forges partnerships within the Canadian forest sector and nurtures productive relationships among the diverse organizations with an interest in forestry at both the national and international levels. The Science and Programs Branch is also responsible for distributing information on the CFS S&T program and the publication and distribution of national scientific documentation. As well, this branch strives to identify business and marketing opportunities for the commercialization and transfer of forest technologies. This branch coordinates national partnership programs, including the new Forest Communities Program and the First Nations Forestry Program.

Topics: S&T coordination; science advice; Forest Engineering Research Institute of Canada (FERIC); S&T opportunities and merit awards; plant health and quarantine; coordination of CFS involvement in federal S&T issues; program evaluation; International Union of Forest Research Organization (IUFRO); National S&T Advisory Board; S&T Working Group; experimental forests; S&T Management Framework; Research Scientist Promotions; S&T publishing and editing; S&T agreements/memoranda of understanding (MOUs); CFS/Natural Sciences Engineering Research Council of Canada/Social Sciences and Humanities Research Council (NSERC/SSHRC) Partnership Program; Graduate Student Supplements: Bioenergy/Program for Energy Research and Development (PERD); intellectual properties; commercialization; technology transfer; International Energy Agency (IEA); S&T marketing; invasive species; biodiversity; Canadian Biotechnology Strategy; International S&T Climate Change; and CFS S&T Business Plan. Forest Communities Program, First Nations Forestry Program; support to territorial and federal lands

programs and other federal forestry-mandated programs.

Program Record Number: NRCan CFS 003

Communications Branch

Communications

Description: Information regarding engagement of and communications to the public on federal policies, strategies and programs affecting energy, forests, minerals and metals, Earth sciences, climate change, and selected research and technology endeavours.

Topics: Communications automated systems and electronic equipment; communications contracts; evaluation studies; marketing; client services; public opinion research; publishing; publications; communications services contracts; press clippings and releases; ministerial speeches, publications; employee online newsletter, The Source; advertising; exhibitions and displays.

Program Record Number: NRCan CB 620

Corporate Management Sector

Corporate Management Services

Description: Information relating to governance, management, direction, policy advice and oversight and compliance monitoring and reporting to and for the department.

Topics: NRCan administration; Values and Ethics; management accountability; modern management practices; accountability reporting; policies relating to acts and legislation; Intellectual Properties; Campaigns and Canvassing; Ceremonies and Celebrations; departmental planning, monitoring and reporting; risk management.

Program Record Number: NRCan CMS 001

Financial Management Branch

Description: Information relating to the management direction and to the provision of a decentralized financial and contractual management service to organizations throughout the department, including the preparation of departmental operational plans and the distribution by allotment of appropriate funds from Treasury Board.

Topics: Risk management; management accountability; modern management practices; accountability reporting; corporate planning and performance reporting; financial management; contract management; contract policy interpretation and monitoring; operational plans; financial analysis and planning; reference levels; reductions and restraints; financial policy and monitoring; allotments; resource management; financial

commitment control; expenditures; cost recovery; estimates and budgets; fees; authorities; specified purpose accounts; Treasury Board submissions; proactive disclosure for hospitality and travel expenditures; resource tracking; loans; annual reference level updates; public accounts and financial statements; financial reporting; statistics and statements; revenue control; grants and contributions; and departmental financial system.

Program Record Number: NRCan CMS 004

Human Resource and Security Management Branch

Description: Information relating to the provision of human resource management including planning, development and management of departmental human resources. This includes information about essential functions like strategic planning, monitoring and reporting, policy and program development and response to special requests. It also includes all basic HR activities that translate governmental and departmental priorities into policies, plans and programs. Information relating to safety, security and emergency management including strategic direction, program development and planning, monitoring and compliance.

Topics: Labour relations; classification and staffing; executive resourcing; organizational development; employment equity; human resource strategic planning, monitoring, research and projects; learning and employee development; official languages; workforce adjustment; values and ethics; and Informal Conflict Management System. It includes security information such as emergency management; emergency preparedness; building emergency organizations; fire prevention; physical, personnel, information technology and information security; business continuity planning; threat and risk assessments; health and safety committees; workers compensation claims; occupational health and safety program (conservation and health issues); departmental radiation safety program; communications; liaison with central agencies and police; investigations; departmental safety, security and emergency management networks.

Program Record Number: NRCan CMS 765

Information Management Branch

Description: Information relating to the development and implementation of sound information technology and information management (IT/IM) practices in NRCan; focal point for enterprise computer technology direction, standardization; formulation and implementation of plans, standards, strategies, policies, best practices and guidelines for information management; and administering the Access to

Information Act and the Privacy Act within the department.

Topics: Information management plans, strategies and guidelines; Access to Information Act and the Privacy Act; development and maintenance of the departmental Subject Classification Structure; essential records program; information evaluation and scheduling – authorities, accessions, and transfer agreements; electronic information management systems; e-mail management and information management awareness, training and guidelines. Information technology; governance, policies, standards, guidelines, strategies, architectures, associations and organizations; committees; conferences; strategic planning and coordination; information technology systems plans; NRCan and Treasury Board information technology standards; government-wide shared services; IT security standards; and Information Technology Management Framework (ITMF).

Program Record Number: NRCan CMS 002

Real Property Management Division

Description: Information relating to the custodianship and management of departmental real property (lands, buildings and sites leased or owned).

Topics: Real property investment, portfolio and accommodation management including short-term and long-term investment and capital planning; project management; data management of NRCan's Real Property Information System; acquisition and disposal of properties; development of various real property agreements, including liaison with internal and external service providers of real property services. Information about administrative services including Crown-owned living accommodations.

Program Record Number: NRCan CMS 003

Earth Sciences Sector

Cadastral Management

Description: Pursuant to the Canada Lands Surveys Act, the Surveyor General of Canada Lands (Canada Centre for Cadastral Management) has the custody of all records (field books, reports, diaries, survey plans, instructions and correspondence) relating to the surveys of Canada Lands. Canada Lands include Indian reserves, national parks, the offshore, and all lands in the territories that are not privately owned. Records date from the 1870s to the present. Records include information relating to the management and regulation of all surveys carried out on Canada Lands; inter-provincial boundaries; the boundaries

between Canada and the United States (including the positioning of boundary line points); settlement of disputes and jurisdictional questions; regulation of construction; and removal of boundary obstructions.

Topics: Cadastral systems, legal surveys, divisional operations and meetings; status reports; monitoring results of plans of surveys; analysis of completed survey reports; projects; survey information requests; grants and contributions; associations and organizations; Surveys Records Information System; liaison with companies, other departments, provinces and countries; committees and conferences; modernization and standards; memorandum of understanding; contracts; Indian reserve surveys; legal matters; native land claims; Indian reserve name changes; national historic sites; migratory bird sanctuaries and national wildlife areas; rights-of-way for pipelines, roads, and transmission lines in the territories; territorial resources base mapping; territorial mining surveys; settlement site surveys; inter-provincial and territorial boundary commissions and surveys; international boundary surveys; coordinated survey areas; oil and gas grid areas; aerial photography surveys; survey information and procedures; offshore survey information and procedures; manual of instructions for the Survey of Canada Lands; intergovernmental and interdepartmental agreements; acts and regulations; description of electoral districts; North American Datum and Adjustment; offshore oil and gas; legal survey monument coordinate database; surveys records depository; International Boundary Commission; international and offshore boundary issues; boundary regulation; international boundary field operations; geographical coordinates of boundary monuments; and Indian Reserve boundaries.

Program Record Number: NRCan ESS 004

Canada Centre for Remote Sensing

Description: The Canada Centre for Remote Sensing (CCRS) collects and analyzes data from Earth-observation satellites and other sources relevant to issues including sustainable development, climate change, natural hazards, northern development and international trade and investment. CCRS holds departmental information about national geographic information databases and develops advanced techniques for data processing and information extraction from remote sensing. The Centre's Atlas of Canada provides a geographical window on Canada at a national level presenting government's view of issues important to Canadians. The Geodetic Survey is a division of

CCRS, it has an important collection of data and is covered separately in this report (NRCan ESS 003).

Topics: Reports; committees; conferences; Canadian partnerships and liaison, industry, associations and organizations (Canadian Space Agency (CSA), MDA Geospatial Services Inc., Canadian Geomatics Industry, Geomatics Industry Association of Canada (GIAC), and other government departments; International Earth Observation Partnerships and Liaison, including, but not limited to, European Space Agency (ERS and ENVISAT Radar Satellites), National Aeronautics and Space Administration (NASA), National Oceanic and Atmospheric Administration (NOAA), U.S. Geological Survey (USGS), U.S. – Landsat, AVHRR and Meteorological Satellites, other international remote sensing centres; International Technology Transfer Partners and Liaison, including, but not limited to, Canadian International Development Agency (CIDA), International Development Research Centre (IDRC), Department of Foreign Affairs and International Trade (DFAIT), National Remote Sensing support programs; Scientific and industrial liaison; economic and concept design studies; mission requirements, technology development, and dissemination of information algorithm and methodology development, image processing and data integration research; licensing and intellectual property; applications research, development, demonstration, relevant to clients and partners in fields including agriculture, forestry, geology, cartography and mapping, groundwater, coastal zones, international development assistance; image mapping, environmental monitoring, global change, local environment research, land information management, data fusion; EO ground receiving station reception, archiving, processing and distribution operations and related systems development activities; EO long-term (1972 – present) data archive record maintenance and access; spectroscopy; radiometry; internal informatics and computer and network services and support; departmental policy and planning liaison; market assessment; Atlas of Canada maps that depict physical, economic, cultural, socio-economic, human, and environmental themes; national-scale base maps and data frameworks; archived editions of the Atlas of Canada.

Program Record Number: NRCan ESS 001

Geodetic Survey Division

Description: Under the leadership of the Canada Centre for Remote Sensing (CCRS), the information controlled by this division relates

to the provision of primary reference values and their rate of change over time (for measurement of latitude, longitude, heights and of the gravity field), used as a standard for geo-referencing and in Earth sciences. Information holdings enabling positioning with respect to a common reference include: data on national networks of gravity and survey control points, historical survey records, global positioning system (GPS) satellite tracking data and processed data, mean sea level and geoid data models. Geodetic Survey Division is the departmental source for information about global navigation satellite systems (GNSS).

Topics: Geodetic surveys; associations and organizations; liaison with companies, departments, provinces and countries; committees; conferences; memorandums of understanding; Canadian Spatial Reference System; Canadian Active Control System (CACS); Canadian Geodetic Information System; National Gravity Program; Electronic Distance Measurement Calibration; EDM baselines; GPS Validation nets; geodetic data analysis and adjustment; North American Datum Adjustment (NAD83); North American Vertical Datum and Adjustment (NAVD88); International Terrestrial Reference Frame (ITRF); International Collaboration-International GPS Service; International Earth Rotation Service, International Association of Geodesy; U.S. National Geodetic Survey; geodetic and gravity field surveys; surveying equipment and instruments; levelling systems; global positioning system (GPS); primary horizontal control; primary vertical control; satellite doppler; Very Long Baseline Interferometry; Canadian Gravity Standardization Network; Canadian Superconductivity Gravimeter Installation; gravimetry – absolute, relative and dynamic; geoid model; Canadian Base Network; gravity – standards, data base, maps.

Program Record Number: NRCan ESS 003

Geological Survey of Canada

Description: Information relating to defining and understanding the bedrock geology exposed at the surface or at depth, and the derived surficial deposits, that characterize the several geological regions of Canada, including the Canadian Shield of central Canada, the Cordillera and Appalachian regions of the western and eastern extremities, respectively, the sedimentary basins of the prairies and Arctic islands. Setting standards for and coordinating airborne and ground-based mapping programs of the physical properties of these geological materials, including magnetics, electromagnetics, gravity and radiometrics. Conducting mapping of regional geochemical

trends and localized anomalies. Information on mineral deposits of Canada, including exploration guidelines and techniques. Information on mineral deposits and mineral potential for land-use planning and policy formulation. Research and development of techniques and technologies for geoscience surveys, laboratory analyses and data collection, archiving and manipulation. Information and advice on natural hazards, such as earthquakes, magnetic storms (space weather), landslides and flooding. Information on terrain stability as influenced by permafrost, glaciation and geomorphology, with special emphasis on public safety and the environment. Coastal and offshore marine geoscience, hazards and environmental quality of these extensive regions. Geological, geochemical and geophysical information on the coastal zone, seabed, onshore and offshore sedimentary basins and crustal processes. Information on Canada's marine continental margins for United Nations Convention on Law of the Sea. Geoscience knowledge about oil, gas, coal, coalbed methane and gas hydrates resources throughout Canada, both onshore and offshore. Information on climate change evidence, glaciers, ice caps, glacial history, glacial deposits and drift prospecting. Information on groundwater resources and the sustainability of aquifers.

Topics: Committees, conferences, liaison, associations and organizations; field surveys, research and development; metals in the environment; Panel on Energy Research and Development, Boundary Disputes, UNCLOS; research projects; basin analysis, sedimentology research, stratigraphy, structural geology, paleoecology, coal geology, petroleum geology, organic geochemistry, oil and gas resources, gas hydrates and exploration. Ocean mining and research, environmental marine geology; terrain science, environmental studies, permafrost research, transportation and hydrocarbon development, Quaternary geology and environments, paleontology, drift prospecting. Federal/provincial agreements. Calibration testing and facilities; climate change, natural hazards, hydrogeology, groundwater. Canadian Hazard Information Service, seismology, Canadian seismograph networks, Yellowknife geophysical observatory, seismological systems development and instrumentation, earthquake studies and seismic hazards, seismological earth structure studies, seismic monitoring of nuclear explosions; geomagnetism, Canadian Magnetic Observatories Network, geomagnetic systems development

and instrumentation; Geophysical Data Centre; deep earth processes and global change, regional crustal dynamics; aeromagnetic surveys contracts, standards, maps and applications; geochronology, petrology, mineral resources; exploration geophysics, instrumentation research and development and calibration testing and facilities, radiation and borehole geophysics; exploration geochemistry, national geochemical reconnaissance surveys, mathematical applications in geology, mineral resource information systems, mineral deposits geology, mineralogy and analytical chemistry; national mineral and rock collections, rock and mineral information services; regional mineral resources assessments, regional metallogenic studies.

Program Record Number: NRCan ESS 011

International Division

Description: Information controlled by this division relates to sustainable development in developing countries and includes information about partnerships with development countries, international financial institutions and United Nations agencies; participation in DFAIT's Team Canada, NRCan trade missions and ESS trade missions; the management of ESS intellectual property, memoranda of understanding and other business related agreements, both domestic and international; cost recovery policies and administration as prescribed under the User Fee Act; and business policies, guidelines and procedures relating to working with industry, international activity and travel planning, and performance planning.

Topics: International trade missions; international development in the earth sciences; international business opportunities and relations; international activity planning; international travel plan; partnerships and collaboration in S&T, business development and management; business reports; liaison with companies; licence agreements; patents; intellectual property; trademarks; user fees.

Program Record Number: NRCan ESS 005

Mapping Services Branch

Description: Mapping Services Branch (MSB) provides topographic information relating to the mapping of the Canadian land mass in support of the sustainable development and utilization of natural resources. It accomplishes this by providing geospatial data in various formats (paper maps, digital files, databases) based on national standards. MSB also hosts the Secretariat for the Geographical Names Board of Canada, which coordinates national toponymic activities; and the

National Air Photo Library, which is responsible for the archiving and reproduction of federal aerial photography. MSB provides topographic maps and information in times of national emergencies. MSB responds to government priorities through its contributions to the Earth Sciences Sector (ESS) programs such as GeoBase, Northern Development, Paper to Digital Transformative Project and Critical Infrastructure. Access to MSB digital products is coordinated through the Data Management and Data Dissemination Branch of ESS.

Topics: Mapping services; GeoBase, grants and contributions; status reports; associations and organizations; liaison with companies, other government departments, provinces, and countries; industry support; committees; conferences; partnerships; foreign projects; research and development; National Topographic Data Base (NTDB); National Topographic Series of maps (NTS); Canadian Digital Elevation Data (CDED); CANVEC; ARC Digitized Raster Graphic (ADRG); CanMatrix and CanImage Raster Data; northern mapping program; maps and mapping; plotting on demand; remote sensing; topographical mapping; emergency mapping; digital topographical mapping; data conversion; data structuring; data revision; geographical information systems; new mapping; nomenclature and toponymy; quality control; quality assurance; revision mapping; map derivation; standards and specifications; geospatial metadata; survey control; aerial photography; National Air Photo Library (NAPL), NAPL Online; data and map distribution; Canada Map Office (CMO); distributors; user support; inquiries; Canadian Geographical Names Data Base (CGNDB); Geographical Names Board of Canada (GNBC); Canadian Geographical Names Service (CGNS).

Program Record Number: NRCan ESS 002

Minerals and Regional Geoscience

Description: Information relating to mapping and interpreting the geology of the Canadian Shield and Cordilleran regions; the deep geology of Canada's continental crust; operating national observatories in seismology, geodynamics and geomagnetism; conducting national mapping programs of the earth's magnetic fields; setting standards for and undertaking contracted airborne geophysical surveys; information on natural hazards such as earthquakes and magnetic storms; mineral deposits of Canada, including exploration guidelines and techniques; information

on mineral deposits for land-use planning and policy formulation; regional geochemical surveys.

Topics: Committees; conferences; liaison; associations and organizations; field work; research and development; library publications; seismology; Canadian Seismograph Networks; Yellowknife geophysical observatory; seismological systems development and instrumentation, data centre; earthquake studies and seismic hazards; seismological earth structure studies; seismic monitoring of nuclear explosions; geomagnetism, Canadian Magnetic Observatory Network, geomagnetic systems development and instrumentation, earth structure studies; palaeomagnetism; geodynamics, Geophysical Data Centre, deep-earth processes and global change, regional crustal dynamics; aeromagnetism, survey contracts, standards, maps, applications; continental geoscience; geological maps; geochronology; petrology; palaeontology; mineral resources, publishing and editing; exploration geophysics, instrumentation research and development, calibration testing and facilities; radiation and borehole geophysics; airborne radiometric surveys; exploration geochemistry; national geochemical reconnaissance surveys; metals in the natural environment; mathematical applications in geology; mineral resources information systems; mineral deposits geology; mineralogy and analytical chemistry; national collections; rock and mineral information services; regional mineral resources assessments; regional metallagenic studies.

Program Record Number: NRCan ESS 009

Office of the Chief Scientist

Description: The Chief Scientist is the senior science and technology advisor to the assistant deputy minister. Information held by this office relates to the future scientific and technical activities of the sector, particularly with respect to a long-term vision and S&T staff renewal. This office is responsible for information about synergies and new partnership opportunities with internal and external stakeholder groups. The office manages the operation of ESS S&T advisory committees, including the Minister's National Advisory Board on Earth Sciences and advisory committees reporting to the ADM, and ensures careful consideration and response to their advice.

Topics: Liaison, domestic and international; research and development programs, research partnerships, science and technology exchange.

Program Record Number: NRCan ESS 006

Polar Continental Shelf Project (PCSP)

Description: Information relating to the management and overall functions of the Polar Continental Shelf Project. This agency liaises with the public and private sector, scientific research groups, the scientific community and local inhabitants.

Topics: Polar Continental Shelf Project (PCSP); Arctic science; PCSP logistics support, base operations, field activities; radio and navigational systems; aircraft; fuel and vehicles.

Program Record Number: NRCan ESS 010

Policy, Economic Analysis and Planning Division

Description: Information relating to the management and operations of the Policy, Economic Analysis and Planning Division including policy development and analysis, economic analysis; strategic planning, sectoral response to government, mandatory reporting requirements, and coordination.

Topics: Strategic overview information regarding government and departmental priorities, strategic policy analysis and planning, response to government, mandatory reporting requirements, coordination of external advice.

Program Record Number: NRCan ESS 007

Sedimentary and Marine Geoscience Branch

Description: Information relating to the management and operations of the Sedimentary and Marine Geoscience Branch activities, including surface and subsurface mapping of bedrock and surface deposits (and at shallow depths) for interpretation of the geology of Canada; near-surface geology; natural terrain hazards; geomorphology and glaciology, with special emphasis on public safety and the environment; information about the distribution, geotechnical properties, and economic use of the unconsolidated materials at the Earth's surface; coastal and offshore geoscientific surveys; hazards and environmental quality of Canada's extensive coastal and offshore regions; geological, geochemical and geophysical information on the coastal zone, seabed, onshore and offshore sedimentary basins and crustal processes; geoscience knowledge about oil, gas and coal resources throughout Canada, both onshore and offshore; palaeontology and palynology; climate change; glaciers, ice caps, glacial history and glacial deposits.

Topics: Committees; conferences; liaison; associations and organizations; field work; surveys; research and development; Metals

in the Environment Initiative; Panel on Energy Research and Development; boundary disputes; Law of the Sea; research projects; basin analysis; sedimentology research; stratigraphy; structural geology; paleoecology; coal geology; petroleum geology; organic geochemistry; oil and gas resources, gas hydrates and exploration; regional geology, Arctic islands, mainland, western Canada; ocean mining and research; environmental marine geology; terrain sciences, environmental studies; publishing and editing; permafrost research, transportation and hydrocarbon development; quaternary environments, palaeontology and radiocarbon laboratories; quaternary geology; drifts prospecting; federal/provincial agreements; calibration testing and facilities; climate change; gas hydrates; natural hazards; hydrogeology; groundwater.

Program Record Number: NRCan ESS 008

Energy Policy Sector

Canadian Exploration and Development Incentive Program (CEDIP)

Description: Information relating to the Canadian Exploration and Development Incentive Program (CEDIP) established to encourage oil and gas exploration and development activities on Canada lands and offshore areas, including the development of policy and regulations and the determination of the eligibility of individuals and qualified corporations eligibility for reimbursement of approved expenditures in this area.

Note: Closed.

Topics: Automated Incentive Management System (AIMS); acts and regulations; status reports; committees; conferences; liaison activities; communications; operations; quality control; financial payments and controls; monitoring; forecasting of expenditures; evaluation; application assessment; annual expense limit control; technical services; audits; interpretation of rulings of act and regulations; training and development; consultations and inquiries.

Program Record Number: NRCan EPS 596

Canadian Exploration Incentive Program (CEIP)

Description: Information relating to the Canadian Exploration Incentive Program (CEIP) established to encourage mining, oil and gas exploration and development activities on Canada lands and offshore areas, including the development of policy and regulations and the determination of the eligibility of individuals and qualified corporations for reimbursement of approved expenditures in this area.

Note: Closed.

Topics: Automated Incentive Management System (AIMS); Automated Exploration Incentive System (AXIS); acts and regulations; status reports; committees; conferences; liaison activities; communications; operations; quality control; financial payments and controls; monitoring; forecasting of expenditures; evaluation; annual expense limit control; technical services; interpretation of rulings of act and regulations (CEIP); audits; training and development; policy; consultations and inquiries.

Program Record Number: NRCan EPS 595

Canadian Ownership and Control Determination

Description: Information relating to the development and maintenance of policies, systems, procedures and regulations to administer the Canadian Ownership and Control Determination Act (COCD). This includes receiving, processing and certifying applications for the Canadian Ownership Rate and Control Status Program.

Note: Closed.

Topics: COCD corporate information; COCD guidebook; COCD operations; COCD committees; COCD conferences; COCD operations reports; Canadian Ownership Rate and Control Status Programs (COR/CS); COR/CS documentation; COR/CS certificates; COR/CS guidelines; COR/CS operating procedures.

Program Record Number: NRCan EPS 115

Canadian Ownership and Control Determination Policy

Description: Information relating to the development and maintenance of policies, precedents and special studies in administering the Canadian Ownership and Control Determination Act (COCD) and regulations in order to encourage increased Canadian presence in the petroleum industry.

Note: Closed.

Topics: COCD policy committees; COCD policy conferences; COCD policy reports; COCD interpretation; COCD applicants; Canadian ownership rate and control status determination; COCD applications, certificates and administration; COCD disclosure of information; COCD regulation authority; COCD enforcement; COCD judicial review and transmission provisions; Canadian ownership and control determination regulations; specified Canadian ownership rates; Canadian ownership rates other than specified rates and rates of insurance and trust companies; COCD regulations administration; Canadian ownership rates of insurance companies; Canadian ownership rates of trust companies; COCD regulations schedules.

Program Record Number: NRCan EPS 120

Conservation and Non-Petroleum

Description: Information relating to the overall management of energy conservation and non-petroleum sources to ensure the development of adequate, secure sources of non-petroleum energy to meet Canada's energy requirements and to develop and maintain policies and programs for the efficient use and conservation of energy.

Note: Closed.

Topics: (CN series) Conservation and non-petroleum; energy issues; energy research and development; non-petroleum energy sources; Uranium Canada Limited; 5-year modernization program; Remote Community Demonstration Program; Accelerated Demonstration of Solar Domestic Water Heater Program (phase 1 and 2); Purchase and Use of Solar Heating Program; Solar Domestic Hot Water Program (phase 3, 4, 5 and 6); Alternative Energy Enderdemo Program; International Symposium on Alcohol Fuels; ride sharing; Federal Vanpool Program.

Program Record Number: NRCan EPS 245

Conservation and Renewable Energy

Description: Information relating to the planning and management of activities to promote energy conservation and the development of renewable energy resources that meet Canada's energy requirements and other economic, social, regional and environmental objectives.

Note: Closed.

Topics: (CE series) Conservation and renewable energy; memorandum of understanding; energy research and development, panel, task one – taxation; transportation energy; regional operation, energy, promotional activities; national conservation and alternative energy initiatives; economics of energy conservation in Canada; program sector strategic planning; program review and evaluation; urban systems analysis; energy activities; residential sector energy conservation; contracts; transportation fuels; outreach programs; home energy; home energy conservation codes and standards; energy conservation, industrial sector, residential sector; indoor air quality; solar energy; home energy technology and industry, building issues and training and seminars; new housing; R-2000 Home Program; residential technology and industry development contracts; medium and high-rise apartments; industrial energy; task forces, commercial sector energy conservation, agricultural sector; industrial energy database and analysis; industrial task forces council; industrial energy techniques, equipment and technologies; waste management and resource recovery; energy

issues affecting federal energy management; energy conservation – codes and standards; energy pricing and taxation; renewable energy; energy conservation technology; task four of the Panel on Energy Research and Development; Solar Energy Development Program; small and low head hydro technology research and development project; geothermal technology research and development project; active solar technology research, development and demonstration project; passive solar technology research development and demonstration project; photovoltaic technology research and development project; wind technology research and development project; Solar Domestic Hot Water Demonstration Program (phase 7 and phase 8); Bioenergy Development Program; PEI Alternative Energy Development Program; Canada/Nova Scotia Energy Conservation Subsidiary Agreement; Remote Community Demonstration Program; (CR series) Canertech; technology transfer and demonstration; commercial sector energy conservation; energy issues; energy conservation issues; energy research and development; liaison on technology transfer and demonstration; solar energy; residential sector energy conservation; Arctic and northern housing; new housing; socio-economics impact of energy conservation; transportation and urban sector energy conservation; Energy Management and Technology Transfer Program; federal energy programs; Atlantic Energy Conservation Investment Program; Biomass Energy Loan Guarantee Program; Canadian Home Insulation Program (CHIP); consumer education programs; Federal Energy Management Program; Internal Energy Conservation Program; surveys, workshops, information and monitoring; Industrial Conversion Assistance Program.

Program Record Number: NRCan EPS 310

Domestic Energy Policy

Description: The information described in this document relates to the activities of the Domestic Policy Branch of the Energy Policy Sector of Natural Resources Canada. This branch acts as the federal lead on federal domestic energy policy, which aims at ensuring the sustainable development of energy resources in Canada for the benefit of Canadians. Considerations are given to economic prosperity, environmental (such as clean air and climate change), security and social issues.

Topics: Domestic policies and strategies related to energy; sustainable development of energy resources; energy investment, trade and prices; energy chapter of the Agreement on Internal Trade; federal and provincial agreements on energy; energy security and affordability; federal, provincial and territorial relations on energy; Council of Energy Ministers; Energy Sector Sustainability Table; relations with Canadian energy sector and other Canadian energy stakeholders; Energy Dialogue Group; minister and deputy minister committees on energy; economic and financial analysis on energy industry and markets; energy-related measures in federal budgets and in fiscal policy; economic and financial analysis of energy projects; energy revenues forecast; financial, fiscal and supply analysis models; energy statistics and publications; Petroleum Monitoring Agency (PMA); industrial benefits from energy developments; modelling, forecasting and analysis of energy supply, demand and associated greenhouse gas emissions; Energy Outlook; macroeconomic analysis; International Energy Agency (IEA); Asia Pacific Economic Cooperation (APEC); environmental impacts of energy; domestic energy policy related to clean air and climate change issues; domestic issues related to the United Nations Framework Convention on Climate Change and the Kyoto Protocol; cost curves for greenhouse gas mitigation; ecoENERGY Initiatives; regulation of industrial air emissions; domestic emissions trading for greenhouse gas emissions; Opportunities Envelope (terminated March 31, 2007).

Program Record Number: NRCan EPS 160

Electricity Resources

Description: Information relating to electrical energy; policy development and information relating to Canadian uranium resources, nuclear energy, radioactive waste and electricity export opportunities.

Topics: Legislation and regulations; industry information, program and major projects; electricity; energy issues; international electrical energy; electrical utilities; Canadian electrical energy economics and finance; supply and demand; Lower Churchill electricity development; nuclear energy and exports; fusion; heavy water; nuclear power plants; refurbishment of nuclear power plants; advanced CANDU reactors; uranium and nuclear energy; research and development; international uranium and nuclear issues; World Nuclear Association; International Uranium and Nuclear Conference; nuclear safeguards

and non-proliferation agreements; uranium industry; processing and refining; enrichment and reprocessing; exports; Uranium Exports Review Panel (UERP); uranium supply and demand; Nuclear Energy Agency (NEA); Generation IV International Forums; uranium mining, uranium statistics, uranium markets and exports; nuclear liability, Nuclear Liability Act (NLA); radioactive waste; nuclear fuel waste; low-level radioactive waste; historic radioactive waste; Nuclear Fuel Waste Bureau; Nuclear Legacy Liabilities Program, legacy wastes, decommissioning, site restoration, prototype reactor sites; International Atomic Energy Agency (IAEA).

Program Record Number: NRCan EPS 300

International Policy Branch

Description: Information relating to international energy, climate change policy, and strategic policy, including the review and analysis of policy objectives and instruments, and the analysis, development and coordination of international energy and climate change policy positions and recommendations. Information relating to engagement with other countries on a bilateral and multilateral basis to promote Canadian energy policy approaches, based on freely-functioning markets, complemented by regulations and fiscal measures that contribute to health, environmental and other public policy objectives. Also information relating to the promotion and establishment of fair, transparent, predictable and stable economic, legal and regulatory frameworks that feed into Canada's international trade and investment agenda by helping to create a level playing field, which helps to ensure fair access to foreign markets for Canadian energy companies. Information relating to work in various international fora to promote, through policy discussions and technology cooperation, energy security and the efficient and environmentally friendly production and use of energy and to ensure Canada's overall international climate change policy and positioning reflects Canada's economic, natural resources and energy issues and priorities, including close engagement of other countries through various strategic international fora. Information relating to the link between Canada's international and domestic climate change policy, as well as Canada's international energy positioning, reflected in Canada's overall climate change objectives.

Topics: Policies, international energy trade and environmental climate change relations; international energy cooperation, energy aspects of the Security and Prosperity Partnership (SPP),

North American Energy Working Group, Canada – U.S. energy relations, International Energy Agency (IEA), Asia Pacific Economic Cooperation (APEC); G8, United Nations Framework Convention on Climate Change (UNFCCC), Kyoto Protocol, Organization for Economic Cooperation and Development (OECD), Intergovernmental Panel on Climate Change, UN Commission on Sustainable Development; energy security; energy and sustainable development; international energy conferences and negotiations; links with domestic climate change policy development; Canadian committees of the World Energy Council; energy and climate change relations (by countries); liaison on Canadian energy commodities, policies, budgets and fiscal policy; international energy commodities comparisons; international energy organizations; international climate change negotiations; visits and protocol; international energy transparency initiatives; petroleum resources; Beaufort Sea petroleum planning.

Program Record Number: NRCan EPS 161

Energy Research and Development

Description: Information relating to federal energy research and development strategies and programs and international cooperation in energy research and development.

Topics: Office of Energy Research and Development (OERD); planning; information coordination; publications; national energy research and development programs; program review committees; workshops and conferences; agreements; Program of Energy Research and Development (PERD); Technology and Innovation Research and Development (T&I R&D); ecoENERGY Technology Initiative; International Energy Agency (IEA) – Energy Research and Technology – Committee on Energy Research and Technology (CERT) and its subcommittees; Implementing Agreements for Research.

Program Record Number: NRCan EPS 255

Energy Research and Development Tasks and Programs

Description: Information relating to energy research and development activity; the Program of Energy Research and Development (PERD); the Technology and Innovation Research and Development Initiative (T&I R&D); and the ecoENERGY Technology Initiative.

Topics: Sustainable oil and gas production; offshore and northern oil and gas; oil sands and heavy oil; clean coal; environmental and safety issues (pipeline integrity, groundwater and soil remediation); cleaner transportation; improved

urban air quality including reduced emissions and greenhouse gas production; transportation fuels from renewable energy sources; hybrid-electric vehicles; light-weight materials; hydrogen and fuel cell technologies and infrastructure; energy-efficient building and communities; building research and development; waste recovery and utilization; integration of energy-efficient and renewable energy technologies; improvements in sustainable development of communities; district heating and cooling; power generation; alternative electric power generation to reduce environmental impacts of Canada's electricity infrastructure; decentralized energy production; efficient conversion of renewable and non-renewable energy to electricity; grid integration; clean combustion; CO₂ capture and storage; bioenergy; Generation IV nuclear.

Program Record Number: NRCan EPS 256

Future Fuels

Description: Program and general information about the promotion of the development and use of alternative transportation fuels in Canada.

Topics: Future Fuels Market Analysis; Natural Gas for Vehicles Incentives Program.

Program Record Number: NRCan EPS 323

Petroleum Resources

Description: Information relating to the development and efficient use of oil, natural gas and natural gas liquids; development and implementation of federal policies associated with the interprovincial and international trade of natural gas; contingency plans for the control and regulation of emergency production; facilitation of the development of a Canadian CO₂ capture and storage market; distribution and use of petroleum resources; administration of oil and gas exploration and production activities on frontier lands; Aboriginal consultations on offshore and northern energy projects; energy infrastructure protection and emergency management.

Topics: Emergency Supplies Allocation Board, oil and gas; committees; associations, institutes and societies; legislation and regulations; petroleum energy issues; oil supply electronic data systems; emergency oil inventory; domestic oil export pricing; oil imports; domestic oil in industry, pricing and supply and demand; domestic heavy crude oil supply and demand; domestic oil transportation; crude oil and petroleum products; oil sands development; natural gas liquids; Propane Distribution System Expansion Program; international oil markets; international world energy market; petroleum utilization;

petroleum products marketing; energy emergency planning; Energy Supplies Allocation Board (ESAB); IEA allocation systems test; allocation program; rationing program; National Emergency Agency for Energy (NEAE); North Atlantic Treaty Organization (NATO); energy demand restraint measures, interprovincial advisory committee on energy, liaison; crude oil and petroleum products allocation planning; ESAB allocation system test; replacement of fuels; rationing program; Aboriginal consultation; CO₂ capture and storage; natural gas – Canadian exports and imports, major pipeline projects, Construction Cost Task Force (closed program), marketing, pricing, supply and demand; Natural Gas Market Development Incentive Program (closed program), Natural Gas Laterals Program (closed program); Natural Gas Transportation Assistance Program (closed program); PT Series – Natural Gas Distribution System Expansion Program (closed program); Gas Marketing Assistance Program (closed program); Frontier Lands Management; Canada/Newfoundland Offshore Petroleum Board (CNOBP); Canada/Nova Scotia Offshore Petroleum Board (CNSOPB); Dominion Coal Blocks; Soldier Settlement Board; offshore oil and gas; international treaties and agreements; maritime boundaries; benefit plans and studies; oil and gas development projects; rights management administration; exploration agreements; licenses; assessment of oil and gas resources; critical infrastructure policy and legislation; National Critical Infrastructure Assurance Program; National Security Policy; Security and Prosperity Partnership; Vulnerability Assessment; Business Continuity Planning; energy issues; supply and demand.

Program Record Number: NRCan EPS 195

Petroleum Incentives Administration

Description: Information relating to administering both the Canadian Ownership and Control Determination Act (COCD) and the Petroleum Incentives Program Act (PIP).

Note: Closed.

Topics: Committees; conferences; energy issues; oil and gas issues; Petroleum Incentives Administration reports; interdepartmental, international and provincial liaison.

Program Record Number: NRCan EPS 110

Petroleum Incentives Program

Description: Information on the development and maintenance of policies, systems, procedures and regulations related to the provision of the eligible costs and Crown share incentives to applicants. This includes information on receiving, analyzing

and processing company applications for incentive contribution and issuing payments.

Note: Closed.

Topics: Petroleum Incentives Program (PIP); petroleum incentives committees; petroleum incentives information management system; petroleum incentives research, analysis and forecasting; petroleum incentives operations; petroleum incentives applicant documentation; petroleum incentives processing procedures; petroleum incentives case assessment; petroleum incentives financial payments and controls; petroleum incentives data control and operations; petroleum incentives case control; well and geochemical, geological and geophysical data analysis; quality control and standards; petroleum incentives reviews and audits; reviews and audits standards and practices.

Program Record Number: NRCAN EPS 125

Petroleum Incentives Program Policy

Description: Information relating to development and interpretation of the Petroleum Incentives Program legislation and regulations to increase the Canadian presence in the petroleum industry and to increase exploration and development in Canada. Information includes assessment of case precedents and the development of policy, consistency of application of the PIP Act and Regulations, and the conduct of research, analysis and forecasting of demand in the oil and gas industry.

Note: Closed.

Topics: Petroleum Incentives Program Act (PIP); interpretation of the Act; PIP administration; PIP disclosure of information; PIP enforcement and general sections; PIP regulations; interpretation of the PIP regulations.

Program Record Number: NRCAN EPS 130

Renewable Energy

Description: Programs to promote the development and use of renewable energy sources in Canada.

Topics: EcoENERGY for Renewable Power, ecoENERGY for Renewable Heat.

Program Record Number: NRCAN EPS 322

Energy Technology and Programs Sector

Energy Efficiency

Description: General and program information about the promotion of the efficient use of energy in Canada.

Topics: Education and outreach: National Energy Use Database; One-Tonne Challenge. Residential: R-2000* Standard; ecoENERGY

Retrofit; ecoENERGY for Buildings and Houses; ecoENERGY for Industry; EnerGuide for New Houses; ENERGY STAR® for New Homes; EnerGuide for Houses (program closed); EnerGuide for Houses Retrofit Incentive (program closed); Model National Energy Code for Houses – energy efficiency requirements in provincial and territorial building codes. Commercial and institutional buildings: Model National Energy Code for Buildings; Energy Innovators Initiative; Energy Retrofit Assistance; Commercial Building Incentive Program. Equipment: energy efficiency regulations; EnerGuide for Equipment; ENERGY STAR® Initiative; Equipment Labelling and Promotion. Industry: EnerGuide for Industry; Canadian Industry Program for Energy Conservation (CIPEC); Industrial Energy Innovators; Industrial Building Incentive Program. Transportation: Vehicle Fuel Efficiency Program; EnerGuide for Vehicles; Personal Vehicles Initiative (Auto\$mart); Fleet Vehicle Program (FleetSmart); Ethanol Expansion Program; Biodiesel Program; Natural Gas Vehicle Program; Canadian Transportation Fuel Cell Alliance. Multi-sectoral/regional: Aboriginal and Northern Community Action Program. Government operations: House in Order Initiative; Federal Buildings Initiative; Federal Vehicles Initiative. *R-2000 is an official mark of Natural Resources Canada.

Program Record Number: NRCAN ETPS 321

Energy Technology

Description: Information about the CANMET Energy Technology Centre, the development of energy efficiency, renewable energy, alternative transportation and oil sands technologies; energy-efficient technologies for homes, businesses and industry; district heating and cooling systems; renewable energy and alternative transportation fuels, including fuel cells; advanced low-emission combustion technologies; processing and environmental catalysis for fuel production and hydrocarbon conversion; energy-efficient metallurgical fuel products and technologies; separation technologies for the petroleum and environmental industries with an emphasis on oil sand and heavy oil; technologies for upgrading oil sand bitumen and heavy oil to synthetic crude, process engineering; process integration; advanced drying technologies; refrigeration and heat pumping technologies; hybrid systems; heat transfer and storage systems; photovoltaics and renewable energy for remote communities.

Topics: Energy research and development projects; efficiency and alternative energy

technology; renewable energy; fossil fuels; project selection and monitoring; domestic and international technology transfer and marketing.

Program Record Number: NRCan ETPS 205

Historic Waste Program

Description: Information created or received at the corporate level on Canada's historic waste program, which is the responsibility of Natural Resources Canada and is implemented by the Low-Level Radioactive Waste Management Office (LLRWMO). This program includes activities in relation to the cleanup of historic waste in the Port Hope area.

Topics: Low-Level Radioactive Waste Management Office (LLRWMO); historic waste; Port Hope Area Initiative; Port Hope; Port Granby; Welcome; Clarington; LLRWMO Business Plan; LLRWMO quarterly reports; bimonthly reports; LLRWMO Annual Report; Inventory of Radioactive Waste; Ft. McMurray; Malvern Remedial project; Northern Transportation Route; Tulita; reports; correspondence; public information; Memoranda to Cabinet.

Program Record Number: NRCan ETPS 210

Sitting Task Force on Low-Level Radioactive Waste in Ontario

Description: Information relating to the Sitting Task Force on Low-level Radioactive Waste in Ontario. The task force was established by the Minister of NRCan to implement a cooperative process between the public and the federal government for the establishment of a long-term low-level radioactive waste management facility for Ontario.

Note: Closed.

Topics: Sitting Task Force policy, process and management guidelines, consultant proposals and contracts, low-level radioactive waste issues, environmental assessment technical studies, health studies, environmental assessment regulations (provincial, federal and international), impact management negotiations, community liaison groups, Sitting Task Force Subcommittee meetings, Sitting Task Force communities area maps, Sitting Task Force communities issues, Sitting Task Force reports to NRCan, briefing notes, ministerial and cabinet correspondence, stakeholder information and correspondence, public registry holdings, newspaper clippings, administrative and financial records.

Program Record Number: NRCan ETPS 320

Minerals and Metals Sector (MMS)

Economic, Financial and Social Analysis

Description: Provides information and analysis relating to federal fiscal, financial and economic policies; provides information and analysis to potential investors in Canada and abroad; provides advice to the Department of Finance, Canada Revenue Agency, Industry Canada, and other federal departments, in implementing policies affecting the minerals and metals sector.

Topics: Mineral economic analysis; economic and financial analysis, mining taxation – international comparisons; presentations at conferences; memoranda to Cabinet; economic and tax briefings/presentations; federal government policies; federal government Standing Committees; environmental issues; mineral exploration and mine development studies; federal government committees, task forces and working groups; international investment climate for mining and mineral activities, international associations and organizations such as the Mining Association of Canada (MAC), Prospectors and Developers Association of Canada (PDAC), Coal Association of Canada; corporation mergers, acquisitions and strategic alliances; interdepartmental, provincial, and international relations; Intergovernmental Working Group on the Mineral Industry task force on mineral investment climate competitiveness, Mines Ministers' Conference (MMC); foreign ownership/control; Economic and Regional Analysis Division (ERAD), database renewals and negotiations; Investment Canada cases; foreign governance issues; regional transportation issues; fact sheets, Map 900A – Principal Mineral Areas of Canada; international capital flows; mining products and services; regulatory efficiency; environment/economy interactions; support to posts with respect to Canadian mining investment abroad; trade officers training; mine openings and closings; monitoring mine development; economic dimensions of sustainable mineral development; factor cost studies; mining community issues; studies by stage; competitive position industry studies; non-ferrous smelter study; production capability assessment (perspective); productions, exploration assessments; mine investment, mineral economic commentaries; cost-benefit analysis; mining and transportation infrastructure in Canada's North; financial corporate analysis; financial markets and investment community; Tax and Exploration Division (TED) information relating to tax policy analysis; federal income tax rules and provisions including flow-through shares; federal

tax reform; federal budgets; provincial income and mining taxation; provincial tax reform and budget changes; mining industry acts and regulations; special studies and projects on mining taxation issues; Intergovernmental Working Group on the Mineral Industry (IGWG) Working Group on Taxation Issues; mine reclamation expenditures – taxation and funding issues; Canada Revenue Agency issues; tax models; tax policy analysis of federal mineral tax cases; mineral exploration statistics and analysis; reserves and resources of base metals, precious metals and diamonds in Canada; Aboriginal Affairs and Sustainable Communities Division (AASCD); Aboriginal mining issues and promotion of Aboriginal participation in minerals and metals activities.

Program Record Number: NRCan MMS 003

Explosives

Description: Information relating to the federal Explosives Act and regulations, controlling the sale and storage of blasting explosives, propellants and pyrotechnics in Canada. The Canadian Explosives Research Laboratory (CANMET-CERL) is Canada's source for information about technology related to the manufacture, storage, and transportation and application of explosives, and is accredited as a testing laboratory under ISO/IEC Guide 17025. CANMET-CERL maintains information on the testing, hazard evaluation, and development and use of explosives, and has expertise in the area of blast threats and their mitigation. The Explosives Regulatory Division is responsible for licenses and permits supported by a compliance inspection program.

Topics: Importation, manufacture, storage, sale and some aspects of transportation by road of blasting explosives, propellants, fireworks and other pyrotechnics. Explosives, regulations and legislation.

Program Record Number: NRCan MMS 001

Industry Analysis and Business Development Branch

Description: Information on the sustainable development of Canada's minerals and metals industry both in Canada and internationally; mineral and metal commodities (including coal); allied industry, market research, analysis and policy/program development and their global markets; market access for minerals and metals, international and Canadian minerals and metals policies including sustainable mineral development, international and domestic policy initiatives, the Safe Use Principle for minerals and metals, recycling of minerals and metals and international

and domestic recyclable metals policy, life-cycle management for metals and minerals trade policy, and the coordination of policies and the facilitation of information exchange with the provinces and territories.

Topics: Metal and mineral policy planning; Mining Association of Canada; committees, Mines Ministers Conference; Intergovernmental Working Group on Mineral Industry; task forces and working groups; conferences, meetings and seminars; Canadian Institute of Mining, Metallurgy and Petroleum (CIM); Prospectors and Developers Association of Canada; provincial mining associations; policy planning liaison; health and safety in metals and minerals, mining investment; mining communities, task forces, sustainable development; environment, strategy, global and ecological concerns; resource management; liaison with Environment Canada, Fisheries and Oceans; Canadian Environmental Protection Act (CEPA), toxicity assessment and management; international mineral relations; international mineral policy; business development; trade and environment; domestic mineral conference; international mineral relations interdepartmental liaison; Canadian International Development Agency (CIDA); international organizations; United Nations; Organization for Economic Cooperation and Development (OECD); United Nations Conference on Environmental and Development (UNCED); United Nations Commission on Sustainable Development (UNCSD); mineral trade analysis; General Agreement on Tariffs and Trade (GATT), World Trade Organization; U.S. free trade with Canada; European Union (EU); EU – Registration, Evaluation and Authorization of Chemicals (REACH); Strategic Approach to International Chemicals Management (SAICM); Rotterdam Convention; mineral and metal commodities; energy, industrial and domestic industrial commodities; ferrous commodities; non-ferrous commodities; non-metallic mineral commodities; recyclable minerals and metals commodities, regional mineral development; environmental acts and regulations; Canada/US boundaries and resources jurisdiction; Team Canada Inc.; Department of Foreign Affairs and International Trade; International Business Development; Canadian Association of Mining Equipment and Services for Export (CAMESE); trade shows; trade and investment missions; Exports Development Canada (EDC); Canadian Commercial Corporation (CCC); 48th Nord International; Sudbury Area Mining Supply and Service Association (SAMSSA);

Economic Development Agency of Canada for the Regions of Quebec; recycling of minerals and metals; resource recovery; Basel Convention; G8; Climate Change; Climate Change Action Plan 2000; greenhouse gas emission reduction; Enhanced Recycling Program; Mines Ministries of the Americas Conference (CAMMA); Asia-Pacific Economic Cooperation (APEC); African Mining Partnership (AMP); Transparency and Corruption; Extractive Industries Transparency Initiative; World Bank; Intergovernmental Forum on Mining, Minerals, Metals and Sustainable Development; artisanal mining; corporate social responsibility (CSR); Canada – China activities; Canada – U.S. activities; Canada – Russia activities.

Program Record Number: NRCan MMS 005

Mineral Resources and Supply Analysis

Description: Information relating to the analysis of mineral resource supply to ensure adequate supplies of minerals and metals for Canada.

Note: Closed.

Topics: Mineral resources and supply analysis; operations; Canadian resources and supply; Non-Renewable Resources Evaluation Program (NREP); Canadian mineral exploration; ocean mining by province; federal ocean mining acts and regulations; regulatory regime for offshore non-fuel minerals; Mineral Rights Registry – Hudson Bay, offshore NFLD, offshore PEI, offshore NS, offshore Québec, offshore B.C.; Canadian services and technology relating to ocean mining; ocean mining corporation information cases; foreign research in Canadian offshore; international ocean mining; international ocean mining consortia information; US and USSR ocean mining; ocean mining international science programs; ocean mining boundaries and resource jurisdiction; Canada/U.S. boundaries and resource jurisdiction; National Marine Parks; ocean mining environmental and fisheries issues; ocean mining resource assessment; law of the sea (LOS); United Nations Conference on Law of the Sea; United Nations Convention on Law of the Sea.

Program Record Number: NRCan MMS 590

Mineral Technology Branch (MTB)

Description: The Mineral Technology Branch comprises two laboratories (CANMET Mining and Mineral Sciences Laboratories and CANMET Materials Technology Laboratory) that conduct research and development through the entire minerals and metals cycle such as mining and mineral processing, downstream processing and fabrication and recycling. CANMET Mining and Mineral Sciences Laboratories (CANMET-MMSL)

conducts research and development for mining, processing, and related environmental issues: mining effluents; tailings and waste rock; metals in the environment; mineralogy; ground control; and underground mine environment, technological solutions to reduce the environmental liabilities, and health and safety standards. CANMET-MMSL provides research and scientific advice to provincial, territorial and federal government departments involved in promoting or regulating these industries. The CANMET Materials Technology Laboratory (CANMET-MTL) is the departmental source for information on applied research on all aspects of producing and using value-added products from minerals and metals, such as metal casting, forming, processing and joining, corrosion assessment and prevention, ceramic and concrete technology, physical and mechanical testing, micro-characterization of materials, prototype fabrication, and advanced materials development. It also provides governmental input to standards and codes development; information about automotive materials, oil and gas pipelines and concrete bridges; and specialized materials for energy-efficient products to reduce greenhouse gases.

Topics: Minister's National Advisory Council on CANMET (MNACC) (closed); federal research and development programs; evaluation of technology transfer and marketing; business development. National Advisory Board on Minerals and Metals S&T (NABMM); MMSL – Mine and Mill Effluents; mine rehabilitation; metals and the environment; research in areas of acid mine drainage (AMD), prediction, prevention and control, treatment and monitoring; Aquatic Effects Technology Evaluation (AETE) program (closed); metallurgical processing; certified and custom reference material for the mineral industry; uranium umpire analyses; Mine Mechanization and Automation; Coal Mining Health and Safety (closed); ground stability and control; underground mine environment; mining regulations and legislation; business development; mine environment neutral drainage (MEND) and MEND 2000; mine de-commissioning; Canadian Certified Reference Materials Project (CCRMP); Proficiency Testing Program for Mineral Analysis Laboratories (PTP-MAL); mine fill support systems; Diesel Emissions Evaluation Program (DEEP); MTL – materials selection; materials fabrication; in-service materials performance; materials characterization; materials prototype product production; experimental casting; pilot-scale rolling; formability testing; corrosion testing; mechanical

testing; investigation of a wide variety of materials; simulated manufacturing processes; reduction of environmental impact of foundry operations; molten metal filtration; aluminium casting procedures; improved reheat furnace practices; elimination of quench and temper operations to reduce energy requirements; improved scrap analysis; high performance steels; computer modelling; lightweight materials for reduced vehicle weight (Canadian Lightweight Materials Research Initiative), characterization of metal-based powders for rechargeable batteries; forming techniques for aluminium, magnesium, and high-strength steels; pipeline stress corrosion cracking and fracture; pipeline crack size prediction; pipeline corrosion inhibitors; non-destructive crack detection by electro-acoustic magnetic transducers; engineering critical assessment (ECA) and improved weld repair; new alloys for marine machinery; prediction of fracture resistance of steel and weldments for critical applications; development of codes and standards for reliable characterization and use of modern steels; materials selection for new and converted combustors; use of supplementary cementing materials; durability of concrete; concretes for extreme Canadian environments; high-performance concretes; advanced concretes; non-destructive testing (NDT) certification; efficient metals production; advanced materials technologies; infrastructure reliability.

Program Record Number: NRCan MMS 004

Programs Branch

Description: Information on environmental and regulatory issues of Canada's minerals and metals industry, including land access, biodiversity and habitat stewardship domestically and internationally; statistics on the Canadian mining industry; diamonds and its global market; federally-owned mineral rights offshore; the Cape Breton Development Corporation; and the Kimberley Process Certification Scheme for natural rough diamonds.

Topics: Mining Association of Canada; committees, task forces and working groups on environment and regulations with respect to mining; Kimberley Process; provincial mining associations; Export and Import of Rough Diamonds Act; Cape Breton Development Corporation (Devco) and Donkin Mine; national diamond strategy; health, habitat stewardship and land access related to mining, minerals and metals; environmental and ecological concerns; Canadian Environmental Protection Act (CEPA); national parks; Canadian Environmental Assessment Act (CEAA); land use and ecosystems projects and

studies; international initiatives on land access and biodiversity issues related to mining; production of statistics and analysis on exploration, mineral production; use, employment, investment, economic indices on the minerals and metals industry; Web online databases; mineral statistics information exchange with associations; federal/provincial territorial committee on mineral statistics; mineral trade statistics and analysis; regional mineral development; federal regional program (Closed); Canada/Quebec subsidiary agreement on the economic development of the regions of Quebec (Closed); NWT economic development framework agreement (round 2) (Closed); Yukon economic planning agreement (round 2) (Closed); Northern Development Strategy; northern land use planning; regional mineral land use; regional mineral and provincial ecological issues; environmental acts and regulations; Mineral Development Agreements (MDA) round 2 (Closed); environmental assessment of mining projects; regulatory regime for offshore non-fuel minerals; Canada/U.S. boundaries jurisdiction affecting mining; national marine parks; law of the sea (LOS); liaison with Foreign Affairs, Environment Canada, Fisheries and Oceans, Health Canada and Industry Canada.

Program Record Number: NRCan MMS 002

Shared Services Office (SSO)

Business Transformation

Description: Information needed to make informed, evidence-based, SSO-wide business decisions; leading the end-to-end transformation of administrative services in support of NRCan's one-departmental vision.

Topics: Shared Services Manager, SSO Financial Advice (SFA), Planning, Service Improvements, Service Strategies, Supplier/Expenditure Management, performance measurement and analysis, change management, investment portfolio of projects, enterprise-wide coordination, standardization, alignment with CASS, and coherent roll-out of service changes.

Program Record Number: NRCan SSO 053

Client Services

Description: Client Services is responsible for client liaison, regional operations and marketing for the SSO. Acts as liaison between internal clients and the SSO service providers to resolve issues and identify opportunities for continuous improvement to better meet client needs. Coordinates and assures internal communications and marketing.

Topics: Client liaison, SSO-Client Forum; client enquiries; complaints; client/customer relationship management; intelligence gathering; service agreement; service standards.

Program Record Number: NRCan SSO 013

Financial and Procurement Services

Description: Information relating to the provision of financial and procurement transactional services, including assets management, throughout the department.

Topics: Accounts payable, accounts receivable, accountable advances, travelers cheques, relocation activities, cashier office; passport and visa services; account verification; cheque issuing services; acquisition and travel card activities; procurement activities related to goods and services; manuals; price lists; disposal and loan of equipment; sources of supply; accounting of inventories.

Program Record Number: NRCan SSO 023

Human Resource Services and Systems

Description: Information relating to the provision of human resource services and systems to client sectors to support them in the management of departmental human resources. Includes information and advice about essential functions such as service delivery and includes responses to special requests. For example, information about all basic HR activities that translate governmental and departmental priorities into services.

Topics: Labour relations; compensation and benefits; human resources information management; classification and organization design; staffing; official languages and employment equity; workforce adjustment; human resource operations.

Program Record Number: NRCan SSO 033

Information Technology Services

Description: Information relating to Enterprise network management; Enterprise server management; Enterprise storage, backup and restore; Enterprise client computer management; Enterprise user support including help desk and desktop; application management services; corporate application support; Web services; records management; forms management.

Topics: Information technology; information management; records management; forms management; information technology infrastructure operations; end user support; information systems design, development, implementation and maintenance; Web publishing; storage facilities; electronic information management systems;

technology committees; central computing; computing facilities services; computer hardware, software and operations; laser printing; corporate systems; consulting services.

Program Record Number: NRCan SSO 043

Portfolio Services Division

Description: Information relating to mail and messenger services, fleet management, parking operations and facilities management.

Topics: Facilities, telecommunications, Camsell Hall, mail and messenger, shipping and receiving, fleet management, vehicle pool, parking and internal administration services to the Shared Services Office.

Program Record Number: NRCan SSO 003

Strategic Policy Sector (SPS)

Administration

Description: Information created or received at the corporate level relating to the functions of the Corporate Management Sector (CMS) specifically in the areas of financial management, information management, human resources management, environmental affairs, health and safety, contracting and procurement, information technology, real property, security, and departmental services.

Topics: Administration; campaigns and canvassing; ceremonies and celebrations; circulars and directives; administrative reports; NRCan program review; information management; administration of the Access to Information Act and the Privacy Act (ATIP); information technology; library services; human resources management; official languages; employment equity; human resources planning and management; executive resourcing, La Relève; classification and organization; exchanges and loans; training and development; Canadian Centre for Management Development (CCMD); awards and honours; delegation of authority for personnel actions; staffing; temporary help services; employment; student employment programs; workforce adjustment; staff relations; appeals; grievances; unions; hours of work and overtime; leave and holidays; retirements and separations; pay and benefits; pension plans; income tax; insurance; administrative services; facilities planning, parking administration; telecommunications; material management; mail and messenger services; photocopying and printing services; vehicles; departmental security; occupational health and safety; financial management; accounts and accounting; advances; claims; cost recovery; estimates and budgets;

expenditures; financial authorities; hospitality expenses; public accounts; financial reporting and information systems; travel allowances and expenses; class grants and contributions; membership fees; corporate policy; management accountability and control; program activity structure; program planning; activity approval documents and reviews.

Program Record Number: NRCan SPS 010

Administration of Frontier Oil and Gas Lands

Description: Information created or received at the corporate level on the administration of oil and gas exploration and production rights on frontier lands, which include the Yukon and Northwest Territories, Hudson Bay and Canada's offshore areas. Also included are the regulation and monitoring of the operational, occupational and environmental safety of oil and gas exploration, development and production on frontier lands.

Note: The administration of Frontier Oil and Gas Lands Activity was officially disbanded September 1st, 1991. The activities were transferred to NRCan Mineral Policy Sector, the Energy Policy and Energy Technology and Programs Sectors or to other government institutions.

Topics: Administration of frontier oil and gas lands; frontier oil and gas policy development and implementation; Canada benefits; coordination of resource management agreements; occupational and operational frontier oil and gas safety; environmental protection on frontier lands; environmental studies on frontier lands; resource development and conservation on frontier lands; rights and revenues administration on frontier lands; technological oil and gas research and development; international liaison on frontier land issues; project development funds; oil and gas management boards.

Program Record Number: NRCan SPS 005

Canadian Forest Service

Description: Information created or received at the corporate level relating to the function of the Canadian Forest Service including promotion of the sustainable development of Canada's forests and the competitiveness of the Canadian forest sector for the well-being of present and future generations of Canadians.

Topics: Canadian Forest Service (CFS); communications; committees; conferences; memoranda to Cabinet; liaison; public enquiries; associations and organizations; industry, trade and technology; U.S. liaison; science and sustainable development; federal/provincial forestry development agreements; private forests; model forests; Aboriginal forestry; forest

environment; climate change; forest health; entomology; biotechnology, Tree Plan Canada; policy and economics; legislation and policy; state of Canada's forests annual report to Parliament; national forestry database program; operations.

Program Record Number: NRCan SPS 011

Corporate Executive

Description: Information created or received at the corporate level on the assistance to the Deputy Minister and the Executive Committee in the management of the day-to-day operations of the department.

Topics: Corporate executive; legal documents; committees; Natural Resources Canada management committee; liaison; barriers to interprovincial trade; associations and organizations; Canada/U.S. free trade; legal services including legislation, litigations and legal actions; Canadian sovereignty; EMR mission – project office, council, action plan task force, service to the public, management, leadership, communications, human resources practices, internal services, science and policy (Closed); action entre-nous; environmental affairs – public enquiries, conferences, committees, international environmental issues, associations and organizations, memoranda to Cabinet, acts and legislation, water issues, land issues; corporate policy and portfolio coordination; annual regulatory plan; senior managers conference; memoranda to Cabinet; Aboriginal issues; executive correspondence procedures; Orders in Council; Treasury Board submissions; Ministers briefing book; parliamentary affairs; parliamentary committees; parliamentary enquiries; science and technology activities; science and policy linkages colloquium (SPLINK); science and technology policy review; interdepartmental committee on global change (ICGC); rural issues; innovation; audit and evaluation; Auditor General; internal audit; program evaluation; communications; public enquires; advertising campaigns; publishing; requests for publications; exhibitions and displays.

Program Record Number: NRCan SPS 012

Earth Sciences Sector

Description: Information created or received at the corporate level for the Earth Sciences Sector including the acquisition, interpretation, maintenance and distribution of maps, information, technology, standards and expertise concerning the Canadian land mass and offshore in the fields of geoscience, geodesy, mapping, surveying, and remote sensing.

Topics: Earth Sciences; public enquiries;

memoranda to Cabinet; energy, mines and resources research agreement program; communications; associations and organizations; committees; conferences; liaison; environmental issues; geological surveys; Cordilleran and Pacific geoscience; Atlantic geoscience; sedimentary and petroleum geology; lithosphere and Canadian Shield; mineral resources; geophysics; geodynamics; geomagnetism; gravity; seismology; terrain sciences; polar continental shelf; logistics; Geomatics Canada (GC); Canada Centre for Surveying (CCS); Canada Centre for Mapping (CCM); Geological Survey program coordination and planning; Canada Centre for Remote Sensing (CCRS); Geographical Information Systems (GIS); Canadian Space Agency (CSA); European Space Agency; satellite data; airborne program; RADARSAT.

Program Record Number: NRCan SPS 008

Energy Policy Sector

Description: Information created or received at the corporate level relating to the functions and responsibilities of the Energy Policy Sector. This includes enhancement of the economic and environmental well-being of Canada by fostering the sustainable development and use of the nation's energy resources to meet the present and future needs of Canadians.

Topics: Energy; Aboriginal rights and land claims; policy; associations and organizations; conferences; liaison; U.S. energy issues; Investment Canada; Crown corporations; frontier and western accords; energy and the environment; public enquiries; voluntary challenge and registry program (VCR); framework convention on climate change; economic and financial analysis; Public Utilities Income Tax Transfer Act (PUITTA); energy project analysis; offshore frontier project analysis; Hibernia project analysis; Sable Island project analysis; upgrader project analysis; Petroleum Monitoring Agency; oil, gas, public enquiries; oil and gas industry liaison; oil pricing, taxes and charges, transportation, pipelines; crude oil and petroleum products; international oil markets; natural gas; provincial natural gas activities; natural gas exports, pricing, pipelines; natural gas market development incentives payment; international natural gas; energy emergency planning; Energy Supplies Allocation Board; energy demand restraint measures; electricity; public enquiries; Canadian Electrical Association; international electrical energy; U.S. electrical energy; electrical technology; regional and interprovincial electrical energy; uranium and nuclear energy; Canadian

Nuclear Association; Canadian Nuclear Society; international uranium and nuclear activities; International Atomic Energy Agency (IAEA); nuclear power; heavy water; uranium, exploration, production, enrichment and processing; radioactive waste management; high-level irradiated fuel waste management; low-level radioactive waste management; efficiency and alternative energy; Federal Buildings Initiative (FBI); industrial and commercial energy efficiency; Energy Innovators Initiative; residential sector energy conservation; R-2000; alternative energy; transportation energy; alternative transportation fuels; ethanol; driver outreach programs; vehicles.

Program Record Number: NRCan SPS 004

Minerals and Metals Sector (MMS)

Description: Information created or received at the corporate level relating to the functions/responsibilities of the Minerals and Metals Sector (MMS) of Natural Resources Canada; provision of scientific and technological knowledge and policy advice on Canada's mineral and metal resources and on explosives regulation and technology.

Topics: Minerals and metals, public enquiries, associations, Mining Association of Canada (MAC), conferences, Mines Ministers' Conference, committees, environmental issues, liaison, policy and programs development, mineral transportation systems, explosives, minerals and metal strategy, international minerals relations, mineral profile of the United States, regional mineral development, mineral development agreements (MDA), non-ferrous commodities, ferrous commodities, industrial commodities, asbestos, international liaison on asbestos, coal, Cape Breton Development Corporation (CBDC), foreign countries coal profiles, resource strategy and information, corporation information, human affairs, economic and financial analysis, tax policy analysis, flow-through shares, petroleum ownership, control and incentives, Canadian Ownership and Control Determination (COCD) Program, Petroleum Incentives Program (PIP), applications for payments under PIP, Canadian Exploration and Development Incentive Program (CEDIP), Canadian Exploration Incentive Program (CEIP).

Program Record Number: NRCan SPS 013

Strategic Policy Sector (SPS)

Description: Information relating to the functions and responsibilities of the Strategic Policy Sector such as the provision of executive services in the areas of Cabinet and parliamentary relations and management of executive correspondence;

policy support to the Departmental Management Committee (DMC) and the Policy Management Committee (PMC); management of OIC and Ministerial appointments process; the corporate policy agenda and strategic direction; management of special departmental projects; information and analysis about emerging provincial, territorial, national and international issues and assessment of impact on the department and the resource sectors; information about cross-sectoral issues to ensure departmental consistency; the department's strategic plan; advice given to the Deputy Minister and the DMC on a variety of multi-faceted issues related to the department's activities such as environmental policy; smart regulation, the departmental sustainable development plan; environmental policy and regulations; national and international sustainable development issues; public safety and security; innovation in government and skills and learning; rural communities and Aboriginal issues; regional and intergovernmental affairs; regional councils; Northern issues; international affairs (including Canada-U.S. relations).

Topics: Strategic policy and planning; NRCan forward agenda (including priority-setting, medium-term planning, transition planning, SFT analysis and planning, budget analysis and planning); Aboriginal issues (including land claims, self-government, litigation, Métis and non-status issues, economic development); horizontal issues (including cities and communities, rural issues, regional development, adjustment transport issues, 2010 Vancouver/Whistler Games, skills issues, connectivity); Regional Council Network liaison; provincial and territorial issues; regional development; Northern issues (including Northern Strategy, Northern Economic Development Fund, territorial devolution); ACOA liaison, Atlantic Energy Roundtable; WD liaison; economic analysis; policy capacity initiative; statistics and data; trade analysis, innovation agenda; R&D commercialization; resource communities; industry dynamics; North American integration; NRCan Policy Analyst Recruitment Program; circulars and directives; associations and organizations; committees; conferences; senior managers conference; special projects; liaison; training and development; sectoral liaison, committees, conferences, presentations and administration; policy development and planning; annual management report (AMR); annual regulatory plan; regulatory review; main estimates (part III), increased ministerial accountability

and authority (IMAA); managers conference; management dialogue; minister's briefing book; planning process; policy issues; Aboriginal policy issues; Aboriginal treaty negotiations; Aboriginal committees; corporate secretariat; transition books; appointments; Governor in Council appointments; appointment to ministerial advisory boards and councils; NRCan management committee (DMC); Policy Management Committee (PMC); senior managers conference; corporate meetings; retreats; liaison; regional initiatives; acts and legislation; executive documents; Cabinet affairs; Cabinet documents; Cabinet committees; background material for briefings; memoranda to Cabinet; non-departmental memoranda to Cabinet; parliamentary affairs (B cases), committees, enquiries, sessions; Sustainable Development and Environment (SDIA) liaison, human resource issues; sustainable development strategy; environmental assessment; environmental protection; environmental management of NRCan obligations; environmental non-government organizations (NGO); freshwater policy issues; greening government operations; contaminated sites; Federal Contaminated Sites Action Plan (FCSAP); international environmental issues; resources; trade investment and missions, associations and organizations, committees, conferences, liaison, international liaison, Organization for Economic Cooperation and Development (OECD), World Trade Organization (WTO), United Nations, trade and investment mission to Latin America, trade and investment mission to China, South Korea and Japan; B associations and organizations, committees, conferences, briefings, liaison, regional initiatives, rural issues, communities, innovation, environment, sustainable development, Aboriginal issues, interdepartmental Aboriginal issues, Aboriginal committees and organizations, Aboriginal human resources issues, Aboriginal forestry, regional Aboriginal issues; northern affairs associations and organizations, committees, conferences, liaison, regional initiatives, communities, environment, Aboriginal issues; planning and reporting; communities; innovation and skills; intergovernmental affairs; international trade, investment and missions; northern affairs; public safety and security; regional initiatives; rural initiatives; science and technology policy; sustainable development.

Program Record Number: NRCan SPS 001

Particular Personal Information Banks

Corporate Management Sector

Access Requests Data Bank

Description: Information relating to formal access requests such as notices and copies of documents pertaining to the processing of requests for access made pursuant to the Access to Information Act and the Privacy Act, including complaints and investigations involving individuals, third parties, access to information, Privacy Commissioners and the Federal Court.

Class of Individuals: Individuals present in Canada during the processing of the request.

Purpose: Information is used for processing access requests and to report on the number of access requests received annually.

Consistent Uses: Transmittal of information to investigative bodies when required under the Access to Information Act and the Privacy Act.

Retention and Disposal Standards: Access request forms and response files are retained for two years after case is resolved and then the files are destroyed.

RDA Number: 98/001

Related PR#: NRCan CMS 710

TBS Registration: 000403

Bank Number: NRCan PPU 030

Canadian Human Rights Complaints

Description: This bank contains information on complaints filed with the Canadian Human Rights Commission. It includes the nature of the complaint, testimony of witnesses, legal opinions, investigation reports and correspondence.

Class of Individuals: The information relates to current and former departmental employees and members of the general public who have submitted discrimination complaints against the department.

Purpose: The purpose of this bank is to collect and maintain records on complaints, filed with the Canadian Human Rights Commission, to alleged discrimination against an employee on any of the grounds set out in the Canadian Human Rights Act.

Consistent Uses: The records are used to assist in the investigation of whether or not discrimination has occurred and to recommend and support management decisions in resolution of complaints.

Retention and Disposal Standards: Records are retained for a period of two years after the last administrative use and then the records are destroyed.

RDA Number: 98/005

Related PR#: NRCan CMS 765

TBS Registration: 003307

Bank Number: NRCan PPU 075

Information Disclosed to Investigative Bodies

Description: In accordance with Subsection 8(4) of the Privacy Act, this bank (located at national headquarters), has been established to retain copies of requests and replies (to authorized federal investigative bodies) for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing federal or provincial law or for carrying out lawful investigations.

Class of Individuals: Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies.

Purpose: The purpose of this bank is to permit the Privacy Commissioner to review disclosures, and the number thereof, that are made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a federal or provincial law or for carrying out a lawful investigation.

Consistent Uses: This bank will be used to compile statistics relating to requests from federal investigative bodies. This bank will also be used for auditing the procedures concerning the exchange of personal information with investigative bodies as defined in paragraph 8(2)(e) of the Privacy Act.

Retention and Disposal Standards: No approved retention standard; currently under negotiation.

RDA Number: 98/001

Related PR#: NRCan CMS 002

TBS Registration: 004062

Bank Number: NRCan PPU 085

Security Investigations Records

Description: This bank contains reports of complaints and irregularities in relation to criminal or security matters. This bank may also contain personal information obtained on individuals during the course of an investigation conducted by the Departmental Security Office. This bank consists of investigation and occurrence reports, written statements, documentary exhibits and other related correspondence. Information in this bank may be maintained on paper documents or in electronic or magnetic form.

Class of Individuals: Employees of the department, contractors dealing with the department and the general public.

Purpose: The purpose of this bank is to investigate and determine the veracity of alleged criminal or

statutory offences against the department or by an employee. The purpose of this bank is also to record information on security violations and infractions. It may also be used as evidence in court, to monitor trends, determine corrective measures, evaluate effectiveness of safeguards and to share information with human resources and/or other government departments.

Consistent Uses: The information is used by departmental authorities to support decisions regarding disciplinary measures. In the case of a criminal investigation, records are made available to the RCMP (or other recognized police force or investigative body). This information is also used for planning, evaluation and statistical purposes.

Retention and Disposal Standards: No approved retention standard; currently under negotiation.

RDA Number: 98/001

Related PR#: NRCan CMS 003

TBS Registration: 004135

Bank Number: NRCan PPU 087

Service Contracts

Description: Information relating to the provision of services by individuals and firms in the private sector to assist in departmental activities and programs.

Class of Individuals: Contractors.

Purpose: To provide information relative to contracts awarded by the department. Contracts awarded by the Department of Public Works and Government Services Canada on behalf of NRCan are not included.

Consistent Uses: To compile statistical information with respect to numbers of contracts awarded by the department.

Retention and Disposal Standards: Files are destroyed six fiscal years after completion and non-renewal of a contract.

RDA Number: 99/004

Related PR#: NRCan CMS 790

TBS Registration: 000404

Bank Number: NRCan PPU 035

Vendor Payments.

Description: This bank in the departmental financial system contains information relating to all payments issued by the department. The information for both suppliers and departmental employees is gathered under a unique vendor number. In the case of departmental employees, the vendor number is their Personal Record Identifier (PRI) number. The bank contains information such as names, addresses, amounts paid, invoice number and date. It also contains the financial coding block which classifies payments

in accordance with the Government of Canada's chart of accounts.

Class of Individuals: Any supplier or departmental employee receiving payment or reimbursement through the departmental financial system.

Purpose: The purpose of the information bank is to process and record all payments made by the department.

Consistent Uses: The information is used to account for, and report on, departmental expenditures. This includes preparation of the Public Accounts, responding to audit, parliamentary, ATIP and internal inquiries and preparation of expenditure reports. Payment information is also downloaded to other internal management reporting systems. Data is disclosed to outside sources only when permitted by the Access to Information Act.

Retention and Disposal Standards: Records are retained for a period of six fiscal years and then destroyed.

RDA Number: 99/004

Related PR#: NRCan CMS 720

TBS Registration: 003340

Bank Number: NRCan PPU 080

Electronic Deposit Banking Information

Description: This bank describes information contained in the departmental financial system, specifically the bank account information for departmental employees that have chosen to be reimbursed for expenses through direct deposit. Information is catalogued by individual Personal Record Identifier (PRI) number and includes the employee's name and banking information (bank, branch and account number).

Class of Individuals: Employees, including student employees, of NRCan who have requested payment/reimbursement for expenses by electronic deposit to their bank account.

Purpose: This financial information is used to process payment requests to reimburse expenses for departmental employees by electronic deposit into a specified bank account. The payment request, along with account information, is transferred electronically to the Standard Payment System controlled by PWGSC.

Consistent Uses: There are no consistent uses for this information.

Retention and Disposal Standards: Records will be retained for six fiscal years after the last action and then destroyed.

RDA Number: 99/004

Related PR#: NRCan CMS 765

TBS Registration: 005579

Bank Number: NRCan PPU 105

Shared Services Office

Software Usage Monitoring Database

Description: This database contains information about software and computer use for computer workstations owned by the department. The database includes detailed information about computer use, including the software installed on a specific computer and time spent by an individual interacting with a specific software and/or workstation. It may also link an employee's name and/or workstation through an electronic network monitoring log that lists computer registration information. It may also include information about the frequency of use of a specific software at a workstation.

Class of Individuals: All employees, students, contractors, or agency staff of Natural Resources Canada.

Purpose: This information has been compiled to review and monitor computer hardware and software usage and to ensure compliance with software license agreements.

Consistent Uses: This information may be used to keep an inventory of computer hardware and software. This information may be used to substantiate any disciplinary action taken where there is violation of licensing agreements or use of unauthorized software on computers owned by the department.

Retention and Disposal Standards: Records will be retained for two years, then destroyed.

RDA Number: 99/003

Related PR#: NRCan SSO 002

TBS Registration: 005577

Bank Number: NRCan PPU 095

Earth Sciences Sector

Board of Examiners for Canada Lands Surveyors

Description: Information relating to the issuing of commissions to Dominion Land Surveyors, Dominion Topographical Surveyors and Canada Land Surveyors. This bank includes applicants' names, addresses, date of birth, country of birth, academic qualifications and work experience.

Class of Individuals: Individuals who applied to qualify as a Dominion Lands Surveyor, Dominion Topographical Surveyor or Canada Land Surveyor before 1999.

Purpose: Information was used by the Board of Examiners to qualify candidates as Dominion or Canada Lands Surveyors.

Consistent Uses: Verification of qualification as Dominion or Canada Lands Surveyor, biographical, genealogy and survey-related historical research.

Retention and Disposal Standards: Examination records are kept for one year after examination, then destroyed. Case files are retained until individuals are 80 years of age, or for two years after the death of an examiner, then destroyed.

RDA Number: 73/012

Related PR#: NRCan ESS 405

TBS Registration: 000399

Bank Number: NRCan PPU 010

Earth Sciences Sector (ESS) Volunteers Program

Description: This bank contains information and applications from volunteers (Canadian and foreign individuals, public or private groups, high school, college and university students, school teachers, scientists, senior citizens, retirees and part-time workers) with time to spare. Applicants provide their name, address, telephone number and emergency contact, preferred work location, language, skills, abilities, educational background, experience desired, availability and objectives for working as a volunteer. ESS provides the date of commencement and termination date of assignment.

Class of Individuals: Individuals 18 years of age or older who wish to volunteer their time and services to ESS.

Purpose: The Volunteers Program, which began April 1, 1993, allowed the sector to formally accept and utilize voluntary help and services. Through many challenging opportunities, volunteers can gain new experiences in Earth sciences at NRCan headquarters in Ottawa or at the regional offices located in Dartmouth, NS; Quebec and Sherbrooke, QC; Calgary and Edmonton, Alberta; Vancouver and Sidney, B.C.; and Yellowknife, NT.

Consistent Uses: A Volunteers Program Database has been developed to record information on potential volunteers and will be provided to division representatives and project managers to identify applicants suitable for particular projects.

Retention and Disposal Standards: Records of assignments are retained for two years after the termination of the agreement, then destroyed.

RDA Number: 98/005

Related PR#: NRCan ESS 350

TBS Registration: 002879

Bank Number: NRCan PPU 070

Energy Technology and Programs Sectors

Requests for Publications

Description: This bank contains information about requests for NRCan publications and printed material. The personal information may include: name, mailing address, phone number, e-mail address, and applicant's areas of interest. There are multiple databases within the department used to collect and retain this information.

Class of Individuals: Individuals and/or representatives of organizations that request information from NRCan's program officials in person, over the Internet or by telephone.

Purpose: The information is used to send out program information (publications or printed information) and may be sent by regular or electronic mail.

Consistent Uses: This personal information may be used to build proactive mailing lists to distribute information about other departmental programs (with the applicant's permission). Compiled statistical information may be used to evaluate program success or to assess the feasibility of other potential programs.

Retention and Disposal Standards: Personal information contained within these databases will have varying retention schedules, based on specific program retention and disposal authorities. At minimum, information will be retained for two years. In some cases, this information has been deemed to have archival value and will be transferred to Library and Archives Canada for retention. Please contact the ATIP Coordinator for information about retention and disposal standards for specific record collections.

RDA Number: RDAs will vary, depending upon the program records. Please contact the ATIP Coordinator for information about RDAs for specific records collections.

Related PR#: Related to multiple programs within the department. Please contact the ATIP Coordinator for more detailed information.

TBS Registration: 005581

Bank Number: NRCan PPU 110

Canadian Home Insulation Program (CHIP) Grants

Description: This bank contains information relating to individual applications, invoices, inspection reports and pertinent correspondence pertaining to grants provided to householders for insulation materials and labour costs.

Note: Closed.

Class of Individuals: Grant recipients.

Purpose: This bank was intended to document the administration of the taxable CHIP grants provided to homeowners for the insulation of their homes and to issue T-4 slips. The bank is now maintained so that homeowners may obtain information on whether a particular house was insulated under the CHIP program. This information is used for real estate transactions, so that a home vendor or buyer can determine if a house was insulated under CHIP, and what materials were used. In some provinces, a vendor must certify that the house does not contain UFFI. This information is not shared at present with any other department and is accessible only through the ATIP Office.

Consistent Uses: Information is shared with Canada Mortgage and Housing Corporation, which answers specific enquiries regarding program applications through regional offices located across Canada.

Retention and Disposal Standards: After program termination in March 1986, individual CHIP grant information was retained for six years in a federal records centre. The retention of CHIP information was extended until March 31, 2009, at which point, the retention order will be reviewed and possibly extended again.

RDA Number: 85/015

Related PR#: NRCan ETPS 245

TBS Registration: 000401

Bank Number: NRCan PPU 020

Consultation Activities

Description: This bank contains information relating to consultations undertaken by NRCan on issues pertaining to its activities. Personal information may include the name, address, telephone, fax number, e-mail address, and the personal views and opinions of the participants.

Class of Individuals: Individuals who provided their views and opinions to NRCan during consultation activities.

Purpose: To obtain the views and opinions of individuals on a broad range of issues related to the activities of Natural Resources Canada, as well as identifying emerging trends and areas of concern. These opinions and suggestions may lead to a review of existing departmental policies and programs.

Consistent Uses: No additional use of this information is intended.

Retention and Disposal Standards: NRCan will retain the information for five years. At the end of the retention cycle, the information will be transferred to Library and Archives Canada for selective retention.

RDA Number: 99/019

Related PR#: NRCan ETPS 195

TBS Registration: 005504

Bank Number: NRCan PPU 025

EnerGuide for Houses and EnerGuide for Houses Retrofit Incentive Programs

Description: Records related to the information described in this bank contain personal information (name, address, city, province, postal code, telephone number and tax roll number) related to the applicants for this incentive program. Personal information about the work history of Service Delivery Agents and Energy Advisors may also be held in this database.

Note: Closed.

Class of Individuals: Canadians who had an EnerGuide for Houses evaluation or provided their personal information while applying for EnerGuide for Houses Retrofit Incentive Program; Service Delivery Agents acting on behalf of Natural Resources Canada to employ Energy Advisors and complete housing assessments.

Purpose: The information is required for the application process of this program and to verify and substantiate applications, to determine the eligible amounts, if any, and to issue grant cheques to successful applicants.

Consistent Uses: The information will be used for statistical analysis and quality assurance checks relative to the programs, energy use and energy efficiency improvements in Canada.

Retention and Disposal Standards: NRCan will maintain the original application form for eight years after program closure, then transfer the information to Library and Archives Canada for selective retention. The characteristics of the houses and the results of the energy efficiency evaluation will be retained for 8 years following termination of the program. At the end of the retention cycle, the information will be transferred to Library and Archives Canada for selective retention.

RDA Number: 96/034

Related PR#: NRCan ETPS 321

TBS Registration: 005575

Bank Number: NRCan PPU 090

Emergency Fuel Rationing Program

Description: This bank contains information relating to the implementation of an emergency fuel rationing program in Canada required in the event of a severe oil shortage, pursuant to the Energy Supplies Emergency Act (1979). Ration coupons would be issued to eligible applicants who would be required to provide various discrete

personal data such as name, address, vehicle plate number and driver's licence number. Business applicants would be required to provide information on the nature of their business and fuel consumption over specific periods in order to enable calculation of their ration share. Individuals would be hired under contract to collect this information and issue the ration coupons.

Note: Closed.

Class of Individuals: Individuals who purchase gasoline and diesel fuel at retail outlets during rationing and individuals hired under contract to issue coupons.

Purpose: The data would be collected in order to administer the various aspects of the fuel rationing program and only in the event that such rationing is necessary.

Consistent Uses: Information would be used to substantiate applicants' eligibility to obtain fuel coupons. Selected samples of vehicle registration data will be checked for accuracy with the Motor Vehicle Registrars in each province. Information relating to individuals hired under contract will be used for processing payments.

Retention and Disposal Standards: Retention and disposal standards are still under negotiation.

RDA Number: RDA is awaiting approval by Library and Archives Canada.

Related PR#: NRCan ETPS 195

TBS Registration: 002833

Bank Number: NRCan PPU 050

Natural Gas Vehicle Program

Description: Contains information and applications from individual private vehicle owners and fleet operators, for a contribution of up to \$2,000 for each vehicle converted to a natural gas fuel system, or for a new factory-equipped vehicle purchased by the applicant. The information includes vehicle ownerships, invoices, purchase orders and work orders, used to substantiate the application for each vehicle.

Class of Individuals: Private-use vehicle owners and corporations and businesses operating vehicles eligible under the program.

Purpose: The information is used to substantiate applications, the cost of conversions, to determine the amount to be paid to applicants and for statistical and audit purposes relative to the program.

Consistent Uses: Natural gas utilities in the provinces, accept and process applications on behalf of the department under a Contribution Agreement.

Retention and Disposal Standards: The natural gas utilities maintain one copy of each application and any supporting documentation submitted by the applicant during the term of the program and for eight years following termination of the program, then transferred to Library and Archives Canada for selective retention. All such records are subject to review or audit by representatives of Canada.

RDA Number: 96/034

Related PR#: NRCan ETPS 245

TBS Registration: 002776

Bank Number: NRCan PPU 060

Offshore Operations – Divers

Description: Cases relating to an individual diver's diving history. The information consists of the name, address, birth date, place of birth, physical condition and training of divers.

Note: Closed.

Class of Individuals: Individuals; divers.

Purpose: Main use is to provide rapid access to a diver's history to expedite certification and provide data required for annual certification. Diving program approval is contingent upon knowledge of an individual diver's qualifications and work history in order to prevent accidents caused by lack of experience in unusual circumstances.

Consistent Uses: Information is also used to develop statistical profiles of the diving population, and to otherwise identify areas of diving regulations requiring updating and improvement for increased diver safety.

Retention and Disposal Standards: Information is retained until the diver reaches 65 years of age, and for two years thereafter, after which the data will be transferred to Library and Archives Canada for archival purposes.

RDA Number: 85/010

Related PR#: NRCan ETPS 230

TBS Registration: 000406

Bank Number: NRCan PPU 045

Minerals and Metals Sector (MMS)

Canadian Exploration Incentive Program (CEIP)

Description: This bank contains information relating to the Canadian Exploration Incentive Program (CEIP) and the Canadian Exploration and Development Incentive Program (CEDIP). The CEIP incentive was available to any corporation that incurred eligible exploration expenses for mineral or oil and gas exploration in Canada using funds raised through the issue of flow-through shares. The CEDIP incentive was available to any individual, corporation or trust that incurred eligible

expenses for oil and gas exploration in Canada. Applicants were required to complete forms on which they provided their identification, the amount of incentive claimed and the eligible expenses of each well, program, or project claimed. Applicants also provided a certification confirming the completeness and accuracy of the information submitted. Applicants were required to submit technical data and detailed expense summaries for each well, program or project claimed when this information was not submitted previously. If an applicant shared the \$10 million annual expense limit with another person or persons, a form specifying the amount allocated to each person had to be completed.

Note: Closed.

Class of Individuals: Under CEIP, this included individuals who were partners in a partnership that had acquired flow-through shares and individuals who were associated with applicant corporations. Under CEDIP, this included individuals who apply for incentives for oil and gas exploration and development in Canada.

Purpose: The objective of collecting this information was to determine the eligibility of claimants and expenses for the purpose of making incentive payments.

Consistent Uses: This information will also be used to determine cost norms for expenses; to track and control outstanding and completed applications; facilitate recovery of incentives paid in error; audit claimants' expenses and eligibility; and establish internal effectiveness of the incentive payment process.

Retention and Disposal Standards: Information is retained for 10 years after program termination, and then transferred to Library and Archives Canada for archival purposes. The CEIP Program was terminated on February 20, 1990.

RDA Number: Under development.

Related PR#: NRCan EPS 596

TBS Registration: 001868

Bank Number: NRCan PPU 055

Certification in Non-Destructive Testing

Description: Information relating to the certification, on a national and international basis, of non-destructive testing personnel in accordance with the CAN/CGSB-48-9712 – 95. This standard fully complies with the ISO standard 9712: 1992 (E) on certification of NDT personnel. Aspects include examination and recertification in industrial radiography, ultrasonics, magnetic particle, liquid penetrant, and eddy current methods. Includes names, addresses, medical certification on

eyesight, original application forms, examination copies and results, date(s) of certification and methods, and data on three-year term certification renewal of individuals who undergo examination.

Class of Individuals: Individuals desiring certification in non-destructive testing.

Purpose: Information is used to certify individuals in non-destructive testing and answer queries from outside organizations on an individual's certification status. The information is also used to prepare a list of certified personnel in good standing, which is published annually and made available to the public.

Retention and Disposal Standards: Currently under negotiation.

RDA Number: Under development.

Related PR#: NRCAN MMS 465

TBS Registration: 000400

Bank Number: NRCAN PPU 015

Explosives Licences and Permits

Description: Information relating to the issue and control of licences and permits granted for storage, transportation by road, importation, manufacture and sale of explosives.

Class of Individuals: All individuals with a need to manufacture, store, transport or handle explosives.

Purpose: To fulfil the responsibility of the Explosives Regulatory Division as the federal licensing and inspection agency for explosives in Canada.

Consistent Uses: Transmittal of information to investigative bodies when an infraction or incident concerning explosives occurs.

Retention and Disposal Standards: Currently under negotiation.

RDA Number: Under development.

Related PR#: NRCAN MMS 530 and 540

TBS Registration: 000398

Bank Number: NRCAN PPU 005

Strategic Policy Sector

Order in Council and Ministerial Appointments Database

Description: This bank describes information relating to Order in Council and Ministerial appointments to boards, committees and advisory bodies within the jurisdiction of the Minister of Natural Resources Canada. The information may include names, addresses, phone numbers, e-mail addresses, gender and age of the appointees, and career highlights.

Class of Individuals: Individuals who have applied for or been granted appointments to

boards, committees or advisory bodies by the Minister of Natural Resources Canada.

Purpose: To coordinate the selection and placement of nominees and to manage the institution's appointment program. Information includes the contact information for agencies and boards of directors involved in the process and identifies nominees scheduled for appointment and/or reappointment.

Consistent Uses: No additional use of this information is intended.

Retention and Disposal Standards: The information will be retained by NRCAN for 15 years after the individual has left the position and then destroyed.

RDA Number: 85/010

Related PR#: NRCAN SPS 001

TBS Registration: 005578

Bank Number: NRCAN PPU 065

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Electronic Network Monitoring Logs

Hospitality

Personnel Security Screening

Relocation

Travel

Classes of Personal Information

Explosives Safety and Accident Statistics – Explosives Regulatory Division

The purpose of this class is to provide a record of statistics on safety measures in the explosives industry as well as on all accidents related to explosives. The files contain information on the nature of the accident as well as the victim's name, age and address, if applicable. Records are retained for 25 years after the date of the incident and are then transferred to Library and Archives Canada for selective retention.

Human Resources Planning and Management

Personal information about employees is also maintained in other departmental files and databases held by various organizations involved in the human resource planning and management functions. Such systems are used to provide

aggregated reports for the purpose of human resource planning and management and to assist in analysis of trends or developments. Although some of the information may be retrieved by a personal identifier, the databases are not used to provide information about individual employees nor to make any administrative decisions affecting individual employees.

Mailing Lists

This class includes correspondence and request cards from individuals regarding departmental mailing lists for publications. The information is used for amending addresses and to add or delete individual names on mailing lists, which are retained permanently. The correspondence and request cards are retained until the mailing list has been amended.

Ministerial Correspondence

This class of information contains correspondence addressed to the Minister and/or Deputy Minister from external organizations and individuals in the form of requests for information, complaints, opinions and other submissions related to a broad range of policy issues pertaining to Natural Resources Canada's activities, wherein some unsolicited personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were to be provided; it is not arranged or retrievable by personal identifiers. The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Public Opinion Research

This is a class of records generated by departmental officials who conduct public opinion research on a vast spectrum of topics related to the mandate and mission of Natural Resources Canada. Retrievable records consist of data gathering instruments such as questionnaires that may contain personal information revealing the identity of the research subject. Data contained in this class of records are not used for administrative purposes. Individuals seeking access to these records must provide the title of the research project in which they participated, the location and the date of the research, and any other data that may help to identify and locate the personal information they are seeking.

Research Agreements Program (CLOSED)

This class contains applications for grants submitted to the department from candidates affiliated with Canadian research institutions. Applications contain information on the description and budget for the proposed project and the applicant's curriculum vitae. The information is used to select and award grants in the natural, physical and social sciences and engineering, which can contribute to the department's purpose. The information is also used to compile general statistics of interest to the department with respect to the program as a whole, and not in relation to individual applicants. The program was terminated in April 1994. Accepted applications are destroyed after a period of six fiscal years (until April 2000) and those not accepted are destroyed after two fiscal years (until April 1996).

Security Video Surveillance

This class includes video surveillance tapes for close circuit television (CCTV) cameras located on the perimeters of, or within, departmental facilities. The cameras record the image of employees and visitors entering and exiting some of the department's facilities or movements within certain restricted areas of the department. Access to the digital recordings is strictly controlled by the Departmental Security Officer. Video information that reveals evidence of illegal activity, employee misconduct or accidents may be disclosed to appropriate staff relations, enforcement or investigative bodies for further investigations, charges or disciplinary actions. The digital recordings are normally kept for a 30-day period and are then reused. In the case of video information used in the conduct of an investigation, the video evidence is kept indefinitely.

Technical Enquiries – Canada Centre for Mineral and Energy Technology (CANMET) (Closed)

This class includes technical enquiries, comments and opinions of individuals corresponding with the department regarding issues related to mining and mineral technology. The information is used for reference purposes regarding any subsequent enquiry by an individual. Correspondence is retained for a minimum of two years.

Manuals

- CFS Acid Rain National Early Warning System: Manual on Plot Establishment and Monitoring
- CFS Aerial Application of Pesticides Manual
- CFS Basics of Plant Genetic Engineering and its Potential Application to Tree Species
- CFS Constructing Conifer Genomic Libraries: A Basic Guide
- CFS Detailed Methods for Conducting a Forest Inventory
- CFS Environmental Screening Procedures Manual – 1991
- CFS Field Guide to the Common Forest Plants in Northwestern Ontario
- CFS Field Guide to the Forest Ecosystem Classification for Northwestern Ontario
- CFS Field Guide to the Forest Ecosystems of West-Central Alberta
- CFS Field Manual of Tree Diseases in the Maritimes Region
- CFS Forest Insect and Disease Survey Work Program and Procedures Manual – Annual.
- CFS Forest Resource Development Agreement Procedures Manuals
- CFS Forest Site Classification Manual – A Field Guide to the Damman Forest Types of Newfoundland – FRDA Report 003
- CFS Forest Tree Seed Inspector's Manual: OECD Scheme for Certification of Forest Reproduction Material Moving in International Trade
- CFS Forestry Canada – Visual Identity Program
- CFS Forestry Canada Technology Management Manual
- CFS Forestry Canada's Style Guidelines for Scientific and Technical Publications
- CFS Forestry Canada-Ontario Region/Forest Pest Management Institute Fleet Management Manual
- CFS Forestry Field and Laboratory Manual for Herbicide Residue Sampling, Sample Processing and Reporting
- CFS Green Side Up – A Guide to Tree Planting
- CFS Guide to Cone Collecting of British Columbia Conifers
- CFS Guidelines for Editors of Symposium Proceedings
- CFS Guidelines for Rearing Containerized Conifer Seedling in the Prairie Provinces
- CFS Illustrated Guide to Stages of Jack Pine Cone Development
- CFS LOGPLAN II: A Model for Planning Logging and Regeneration Activities
- CFS Managing Your Woodland: A Non-Forester's Guide to Small Scale Forestry in British Columbia
- CFS Manual for Forest Tree Seed Orchard Management in the Maritimes
- CFS Manual for Greenhouse Grafting of Conifers in the Maritimes 1981
- CFS Manual for Operational Seed Processing with IDS (Incubating, Drying and Sorting)
- CFS Manual of Data Collection and Processing for the Development of Forest Biomass Relationships
- CFS Manual of Forest Inventory Guidelines for Federal and Indian Lands
- CFS Manual of Forest Management Plan Guidelines for Federal and Indian Lands
- CFS Mapping How We Use Our Land-using Participatory Action Research
- CFS Methods and Procedures for Testing Tree Seeds in Canada
- CFS Methods Manual – Chemical and Physical Analysis Laboratory
- CFS Methods Manual for Forest Soil and Plant Analysis (Forestry Canada-Northwest Region)
- CFS Methods of Soil and Tissue Analysis Used in the Analytical Laboratory
- CFS National Forestry Strategy – Sustainable Forest: A Canadian Commitment.
- CFS Northern Forestry Centre: 1994 Student Employee Handbook
- CFS Northwest Region DEVMS User's Manual
- CFS Northwest Region Safety Manual

- CFS Pest Detection Manual for Pest Detection Officers – 1992
- CFS Policy and Procedures for the Publications of the Forestry Sector
- CFS Pollination Techniques 1: No. I – Pollen Collection; No. II – Pollen Extraction and Storage; No. III – Flower Development Rating and Pollen Application
- CFS Practical Guide to Private Forest Management: Hand Planting of Base-root Seedlings
- CFS Practical Guide to Private Forest Management: Plantation Maintenance
- CFS Practical Guide to Private Forest Management: Planting Containerized Seedlings
- CFS Procedures for Estimation of Newfoundland's Biomass Reserves
- CFS Quantifying Pest-Caused Forest Depletion Using Geographic Information Systems and Database Technologies
- CFS Safe Tree Climbing in Forest Management
- CFS See "SCF Aménagement de l'érablière: guide de protection de la santé des arbres"
- CFS See "SCF Cahier de procédures pour confectionner le plan de gestion et remplir les demandes de participation et de paiement (Programme de développement forestier de l'Est du Québec)"
- CFS See "SCF Conseils pour la culture en récipient des semis de conifères dans les provinces des prairies"
- CFS See "SCF Guide d'utilisation – Système du programme d'aménagement forestier des terres indiennes"
- CFS See "SCF Guide des opérations du Plan de développement de l'Est du Québec (Programme forestier)"
- CFS See "SCF Guide du système d'information de l'Entente auxiliaire Canada-Québec sur le développement forestier 1985–1990"
- CFS See "SCF Lignes guides applicables aux travaux admissibles (Programme de développement forestier de l'Est du Québec)"
- CFS Seedling Production for Crown Lands in British Columbia: Guidelines for Commercial Container Nurseries
- CFS Silvicultural Treatment Eligibility and Assessment Guide (Forest Management Program of Indian Lands)
- CFS Some Protocols for CDNA Library Construction with Conifer Tissues
- CFS Specifications for Developing a Forest Management Plan
- CFS Specifications for Forest Inventory and Management Plan, Forestry Canada – Northwest Region
- CFS Successful Forestry – A Guide to Private Forest Management
- CFS Successful Forestry – A Private Woodlot Accounting Guide
- CFS Techniques for Starch Gel Electrophoresis of Enzymes from Forest Tree Species
- CFS The HSG (Harvest Supply Generated) Wood Supply Model: Description and User's Manual
- CFS Forest Pest Management Institute Staff Handbook
- CFS Forestry Canada Personnel Management Manual
- CFS Forestry Canada-Ontario Region Staff Guide to Policies and Procedures
- CSS Departmental Records Management Index
- CSS Departmental Security Manual
- CSS Departmental/Regional Health and Safety Manuals
- CSS Departmental/Regional Policies and Procedures Manuals
- CSS Employee's Manual
- CSS Financial Management Manuals
- CSS FINCON User's Manual
- CSS Human Resources Information System – User's Guide
- CSS Natural Resources Canada Radiation Safety Manual

- CSS Petawawa National Forestry Institute – Orientation Manual
- CSS Planning and Integrated Management System: Administrator's Guide
- CSS Planning and Integrated Management System: User's Guide
- CSS Treasury Board Submission Procedure Manual
- ECB Guidelines for Executive Correspondence
- ECB Handbook on Planning Ministerial Events
- ES Crude Oil Allocation Manual
- ES Gasoline Rationing Manual
- ES Petroleum Emergency Allocation System Manual
- ES Petroleum Products Allocation Manual
- GC 15-Year Long-Range Plan – International Boundary Commission
- GC Digital Mapping Standards
- GC ER 18 Inertial and Gyro Systems
- GC ER 19 Field Reports
- GC Manual for Operation of Photographic Analysis System
- GSC Regional Modular Seismograph Station – Operator's Manual
- GSC Standard Station Operator's Manual
- MS Agreement "Cooperation Agreement on Mineral Development"
- MS Canadian Exploration Incentives Program (CEIP) Manuals Procedures
- MS Catalogue of Mineral Statistics, Federal and Provincial Publications and Surveys in Canada

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

General information about the department's programs, activities and various publications may be obtained at the addresses listed below:

Alberta

Explosives Regulatory Division
Western Regional Office
Inspector of Explosives
755 Lake Bonavista Drive, S.E., Unit 244
Calgary, Alberta T2J 0N3

Telephone: 403-292-4766

Deputy Surveyor General, West
Alberta Client Liaison Unit
605-9700 Jasper Avenue
Edmonton, Alberta T5J 4C3

Telephone: 403-495-6172

Earth Sciences Sector
GSC – Calgary
3303 33rd Street North West
Calgary, Alberta T2L 2A7

Telephone: 403-292-7169

Northern Forestry Centre
Canadian Forest Service
5320 122nd Street, Room M006
Edmonton, Alberta T6H 3S5

Telephone: 780-435-7210

CANMET Energy Technology Centre – Devon
1 Oil Patch Drive
Devon, Alberta T9G 1A8

Telephone: 780-987-8675

British Columbia

Explosives Regulatory Division
Pacific Regional Office
Inspector of Explosives
625 Robson Street, Suite 101
Vancouver, British Columbia V6B 5J3

Telephone: 604-666-0366

Regional Surveyor
B.C. Client Liaison Unit
1138 Melville Street, Suite 1501
Vancouver, British Columbia V6E 4S3

Telephone: 604-666-5321

Earth Sciences Sector
GSC – Pacific
9860 West Saanich Road
P.O. Box 6000
Sydney, British Columbia V8L 4B2

Telephone: 250-363-6438

Pacific Forestry Centre
Canadian Forest Service
506 West Burnside Road
Victoria, British Columbia V8Z 1M5

Telephone: 250-363-0600

Geological Survey of Canada
Cordilleran Division
625 Robson Street, Suite 101
Vancouver, British Columbia V6B 5J3
Telephone: 604-666-2693

Manitoba

Client Services
Manitoba Clients Liaison Unit
365 Hargrave Street, 2nd Floor, Room 250
Winnipeg, Manitoba R3B 2K3
Telephone: 204-983-4956

New Brunswick

Atlantic Forestry Centre
Canadian Forest Service
P.O. Box 4000
Fredericton, New Brunswick E3B 5P7
Telephone: 506-452-3508

Northwest Territories
Deputy Surveyor General, North
5101 50th Avenue
Yellowknife, Northwest Territories X1A 2N5
Telephone: 867-766-8519

Nova Scotia

Atlantic Clients Liaison Unit
136 Victoria Street East
Amherst, Nova Scotia B4H 1Y1
Telephone: 902-661-6765

Earth Sciences Sector
GSC – Atlantic
Bedford Institute of Oceanography
P.O. Box 1006
Dartmouth, Nova Scotia B2Y 4A2
Telephone: 902-426-8513 or 3225

Explosives Regulatory Division
Atlantic Regional Office
Inspector of Explosives
1505 Barrington Street
Halifax, Nova Scotia B3J 3K5
Telephone: 902-426-3599

Nunavut

Nunavut Client Liaison Unit
Government Building 1093, Suite 100
Iqaluit, Nunavut X0A 0H0
Telephone: 867-975-6601

Ontario

CANMET – Mining and Mineral Sciences
Laboratories
Underground Mine Environment
1079 Kelly Lake Road
Sudbury, Ontario P3E 5P5
Telephone: 705-677-7815
CANMET Energy Technology Centre – Ottawa
1 Haanel Drive
Ottawa, Ontario K1A 1M1
Telephone: 613-996-8693

Great Lakes Forestry Centre
Canadian Forest Service
1219 Queen Street East
P.O. Box 490
Sault Ste. Marie, Ontario P6A 5M7
Telephone: 705-759-5740

Office of Energy Research and Development
580 Booth Street, 14th Floor
Ottawa, Ontario K1A 0E4
Telephone: 613-947-6600

Ontario Clients Liaison Unit
55 St. Clair Avenue East, Suite 606
Toronto, Ontario M4T 1M2
Telephone: 416-973-1006

Petawawa Research Forest
Canadian Forest Service
P.O. Box 2000
Chalk River, Ontario K0J 1J0
Telephone: 613-589-3009

Quebec

CANMET Energy Technology Centre – Verennes
1615 Lionel-Boulet Boulevard
Varennnes, Quebec J3X 1S6
Telephone: 450-652-7509
CANMET – Mining and Mineral Sciences
Laboratories
Experimental Mine
Val d'Or, Quebec J9P 4P8
Telephone: 819-736-4331

Centre for Topographic Information (Sherbrooke)
2144 King Street West
Sherbrooke, Quebec J1J 2E8
Telephone: 819-564-5600 ext 221

Quebec Clients Liaison Unit
320, rue St-Joseph Est, Suite 203
Quebec, Quebec G1K 8G5
Telephone: 418-648-5721

Laurentian Forestry Centre
Canadian Forest Service
1055 du P.E.P.S. Street
P.O. Box 3800
Sainte-Foy, Quebec G1V 4C7
Telephone: 418-648-5847

Saskatchewan

Data Acquisition Division
Prince Albert Satellite Station
7 Miles North West
Prince Albert, Saskatchewan S6V 5S7
Telephone: 306-953-8536

Regional Surveyor
Saskatchewan Client Liaison Unit
100 Central Park Place
2208 Scarth Street
Regina, Saskatchewan S4P 2J6
Telephone: 306-780-5402

Saskatchewan Liaison Office
Canadian Forest Service
1288 Central Avenue, Suite 250
Prince Albert, Saskatchewan S6V 4V8
Telephone: 306-953-8548

Yukon

Yukon Regional Office
300 Main Street, Room 225
Whitehorse, Yukon Y1A 2B5
Telephone: 867-667-3951

Reading Room

In accordance with the Access to Information Act, the Natural Resources Canada Reading Room is located at:

Ontario

ATIP Secretariat
580 Booth Street, 11th Floor, DI
Ottawa, Ontario

Telephone: 613-995-1305
Facsimile: 613-995-0693

Natural Sciences and Engineering Research Council of Canada

Chapter 118

General Information

Background

The Natural Sciences and Engineering Research Council (NSERC) was established on May 1, 1978, with responsibility for promoting and supporting research in the natural sciences and engineering, other than the health sciences. NSERC is a separate employer of the Government of Canada, reporting to Parliament through the Minister of Industry.

Responsibilities

NSERC is the national instrument for making strategic investments in Canada's capability in science and technology. NSERC supports both basic university research through discovery grants and project research through partnerships among universities, governments and the private sector, as well as the advanced training of highly qualified people.

NSERC supports the development of highly qualified people (HQP) through a variety of scholarships and fellowships; through research chairs and faculty support; and through the promotion of science, mathematics, and engineering to young Canadians.

NSERC funds the process of discovery and the creation of new knowledge through funding allocated to university researchers who conduct basic and applied research in all areas of the natural sciences and engineering.

NSERC helps Canada innovate through support for partnerships between universities, colleges, industry, and government departments and agencies in order to maximize the social and economic return of NSERC's investments in research and training.

Legislation

- Natural Sciences and Engineering Research Council Act, R.S.C., 1985, c. N-21

Organization

NSERC is governed by a full-time President and a Council of 21 distinguished members selected for their leadership in the private and public sectors, and universities. They are part-time office holders appointed by the Governor-in-Council for terms of up to three years. The Council is advised by various standing committees that are guided by a peer review process.

President

The President functions as the Chair of Council and Chief Executive Officer and, in this capacity, is responsible for directing the work and the staff of NSERC.

Executive Vice-President

The Executive Vice-President has responsibility for the Council Secretariat, Communications, Corporate Development, Policy and International Relations and Regional Offices. He also coordinates key corporate projects and ensures the smooth functioning of the Council's operations.

Council Secretariat

The Secretariat coordinates legal and parliamentary requirements, manages Council meetings and administers the network of committees that form the basis of NSERC's operations. It also coordinates Council membership and approves appointments to standing and selection committees. The Secretariat also coordinates NSERC program literature, the operation of the Access to Information Act and the Privacy Act, policies on eligibility of researchers and research institutions, as well as ethical and regulatory issues related to research.

Policy and International Relations

This division coordinates multi-year and strategic planning, program evaluation, policy development, evaluation, internal audit, international relations and special research projects.

Communications

This division is responsible for communications, media relations and public affairs. It also is responsible for translation services for the Council.

Research Grants and Scholarships Directorate

This directorate coordinates NSERC's largest volume programs in support of basic research including Discovery grants, grants for research tools and equipment, grants that support special research opportunities, the operation of major research resources, and smaller research institutions. It also administers awards to undergraduate and graduate students, postdoctoral fellows, and scientists and engineers for advanced study and research training in Canadian universities, industry, and government laboratories.

Research Partnerships Directorate

This directorate administers programs intended to promote research in selected fields of national importance and to forge closer links between the university research community, research-oriented government departments and the private sector. These include Strategic Projects, Research Networks and University-Industry Projects.

Common Administrative Services Directorate

This directorate is responsible for the systems and services that support NSERC's programs and activities, including administration, finance, human resources, information management and technology. NSERC is co-located and shares common administrative services with the Social Sciences and Humanities Research Council (SSHRC).

Information Holdings

Program Records

Common Administrative Services Directorate

Online Services and E-Business Activities

Description: Information related to electronic program and service delivery activities.

Topics: Web services; instructions; registration.

Access: Files arranged by subject.

Program Record Number: SER SER 82

Communications

Communications

Description: Information related to the administration and management of NSERC's internal and external communications functions including publishing, public and media relations.

Topics: Newsletters; media releases; media monitoring; publications.

Access: Files arranged by subject.

Program Record Number: SER SER 021

Council Secretariat

Secretariat

Description: Information related to the organization and governance of the Council, as well as membership, agenda, minutes of Council and its committees; also policy records related to program literature, eligibility, environmental assessment, ethics, access to information and privacy, and other legal and regulatory matters.

Topics: Terms of reference; agenda; minutes; membership nominations.

Access: Information arranged by subject or by committee.

Program Record Number: SER SER 006

Policy and International Relations

Evaluation and Audit

Description: Information related to evaluations of NSERC's programs as well as audits of corporate systems and services.

Topics: Contracts; surveys; reports; working papers; audits.

Access: Files arranged by subject.

Program Record Number: SER SER 016

International Programs

Description: Information related to NSERC programs with an international dimension including joint programs and exchanges between Canadian researchers and scientists and engineers in other countries.

Topics: Applications; expert reviews; committee recommendations; notifications of decision; appeals; financial statements.

Access: Files arranged by applicant name, program, and year.

Program Record Number: SER SER 065

Policy and Planning

Description: Information related to planning and policy development activity.

Topics: Multi-year plans; estimates; budgets.

Access: Files arranged by subject.

Program Record Number: SER SER 011

Research Grants and Scholarships Directorate

Collaborative Research Initiatives

Description: Information related to a series of NSERC programs designed to support

collaboration among Canadian scientists and engineers.

Note: These programs were discontinued in 1996.

Topics: Applications; expert reviews; committee recommendations; notifications of decision; appeals; financial statements.

Access: Files arranged by applicant, university, program, and year.

Program Record Number: SER SER 031

Research Tools and Instruments

Description: Records documenting NSERC grant programs that support the purchase of research tools and equipment by eligible researchers.

Note: Formerly entitled Equipment Grants.

Topics: Applications; quotations; committee recommendations; notifications of decision; appeals; financial statements.

Access: Files arranged by application number.

Program Record Number: SER SER 036

General Support Programs

Description: Information related to NSERC activities and support mechanisms not covered under other program records.

Note: Formerly entitled Other General Support.

Topics: Applications; expert reviews; committee recommendations; notifications of decision; appeals; financial statements.

Access: Information retrievable by application number or subject.

Program Record Number: SER SER 045

Postgraduate Scholarships

Description: Records related to the NSERC programs that assist in the training of senior students in the sciences and engineering.

Topics: Applications; transcripts; references; selection committee recommendations.

Access: Retrievable by application number or applicant name.

Program Record Number: SER SER 055

Research Fellowships

Description: Records related to the NSERC programs for doctoral graduates in science and engineering.

Topics: Applications; transcripts; assessments; references; selection committee recommendations.

Access: Retrievable by application number or applicant name.

Program Record Number: SER SER 060

Research Grants

Description: Information related to NSERC's largest grant program.

Topics: Applications; expert reviews; committee recommendations; notifications of decision; appeals; financial statements.

Access: Files arranged by application number.

Program Record Number: SER SER 026

Research Partnerships Directorate

Research Partnerships Programs

Description: Information related to NSERC programs that promote and support joint research initiatives and collaboration between universities and Canadian companies or universities and government labs.

Topics: Applications; expert reviews; committee reports; recommendations; notifications of decision; appeals; progress reports; financial statements.

Access: Files arranged by subject or by case file number.

Program Record Number: SER SER 075

Strategic Projects

Description: Information related to NSERC's program that provides support for substantial projects in selected research areas of national concern.

Topics: Applications; expert reviews; committee reports; recommendations; notifications of decision; appeals; progress reports; financial statements.

Access: Files are arranged by name of applicant, university, program, and year.

Program Record Number: SER SER 070

Networks of Centres of Excellence (NCE)

Description: Information related to this program which provides support for multi-disciplinary and multi-sectorial partnerships connecting excellent research with industrial know-how and strategic investment.

Topics: Proposals; expert reviews; committee reports; recommendations; notifications of decision; post-award liaison. Access: By name of principal applicant or name of network.

Program Record Number: SER SER 71

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Budgets

Buildings and Properties

Business Continuity Plans (BCP)

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Particular Personal Information Banks**Common Administrative Services Directorate****Employment Applications**

Description: This bank contains information for reference on candidates available for employment at the Natural Sciences and Engineering Research Council when vacancies arise. It contains letters, completed application forms, applicant resumes; it may contain comments of the interviewer, letters of reference and other application information on individuals who have applied for specific advertised openings or an appropriate future opening. Individuals wishing access should provide their full name and address.

Class of Individuals: Individuals who apply for employment with the Natural Sciences and Engineering Research Council.

Purpose: Information is used for staffing vacancies as they arise.

Consistent Uses: None.

Retention and Disposal Standards: Applications considered in a staffing process are retained for two years and then destroyed. Unsolicited applications not considered in a staffing process are retained six months and then destroyed.

RDA Number: 98/005

Related PR#: SER PRN 920

TBS Registration: 003515

Bank Number: SER PPU 045

Council Secretariat**Committee Nominations and Membership**

Description: This bank includes the names of individuals who have been recommended or nominated for participation on NSERC committees. It may include affiliations, addresses and telephone numbers, areas of expertise, the name of the person who made the nomination, as well as information on the individual's past participation and future availability. For individuals who confirm their acceptance of a nomination, the bank may also include a current curriculum vitae, and fuller information on the membership selection process including staff reports and the views of discipline experts consulted about the nominations.

Class of Individuals: Members of the scientific and engineering community in Canada and abroad nominated by their peers or identified by NSERC as prospective committee members. Individuals who agree to serve on NSERC committees. Persons who nominate or recommend others as prospective committee members. Individuals consulted by NSERC staff during the committee membership selection process.

Purpose: This information is used to identify and select individuals with specific technical knowledge and expertise to participate on NSERC committees.

Consistent Uses: Information related to nominees may be disclosed to members of current NSERC committees and/or other discipline experts for the purpose of obtaining their opinions on the committee composition. In cases where NSERC proposes to disclose information about nominees to others to obtain their views, staff first contact the nominees to advise them about this process and obtain their consent.

Retention and Disposal Standards: Under development.

RDA Number: 96/009

Related PR#: SER 006

TBS Registration: 003939

Bank Number: SER PPU 022

Compliance – Integrity in Research and Scholarship

Description: This bank includes correspondence and reports collected and generated in the course of monitoring institutional and individual compliance with the Tri-Council Policy Statement: Integrity in Research and Scholarship. It may include allegations of non-compliance, requests from NSERC to research institutions to explore allegations, summaries of institutional findings and sanctions imposed by NSERC.

Class of Individuals: Individuals who make allegations about breaches of the Tri-Council Policy Statement: Integrity in Research and Scholarship, individuals who are the subject of allegations, officials in research institutions or in the academic community involved in determining whether allegations are well-founded.

Purpose: The purpose of this bank is to monitor the compliance of research institutions and individual researchers with the Tri-Council Policy Statement: Integrity in Research and Scholarship.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: 96/009

Related PR#: SER 006

TBS Registration: 003940

Bank Number: SER PPU 023

Policy and International Relations

International Programs

Description: This bank contains information related to NSERC's Bilateral Exchange Awards, NSERC Foreign Researcher Awards*, Grants for Research Abroad*, CIDA/NSERC Research Associateships* and Japan Society for the Promotion of Science (JSPS) Fellowships Program. It contains information supplied by participants on their post-secondary education, professional experience and research proposals, and may include third-party assessments. The bank contains administrative and financial documentation generated in the administration of the awards.

Note: Programs marked * were discontinued in 1995.

Class of Individuals: Participants in NSERC's international programs and individuals who provide assessments of proposals.

Purpose: All personal information related to applicants is used to review applications and to administer and monitor awards and programs.

Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members or reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Canadian Institutes of Health Research for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about awarded applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy Statement: Integrity in Research and Scholarship

and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

Retention and Disposal Standards: Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.

RDA Number: 2002/007

Related PR#: SER 065

TBS Registration: 002576

Bank Number: SER PPU 070

Research Grants and Scholarships Directorate

Collaborative Research Initiatives

Description: This bank contains information related to applications for support of collaborative research initiatives submitted by individuals who hold academic appointments in eligible Canadian academic institutions. It also contains information related to the administration of these types of awards. It includes details of applicants' post-secondary education, professional experience, and proposals, as well as referee and committee assessments, recommendations, reports and decisions.

Note: These programs were discontinued in 1996.

Class of Individuals: Individuals who apply to NSERC for support of collaborative projects and third parties from whom NSERC has requested assessments of the applications.

Purpose: All personal information is used to review applications and to administer and monitor awards and programs.

Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members or reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Canadian Institutes of Health Research for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about awarded applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy Statement: Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it

to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community.

Retention and Disposal Standards: Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.

RDA Number: 2002/007

Related PR#: SER 031

TBS Registration: 002573

Bank Number: SER PPU 055

General Support Programs

Description: This bank contains applications, forms and correspondence related to NSERC's research support and other programs which provide support for research personnel. This would include the Attachés de recherche du CRSNG*, the E.W.R. Steacie Fellowships, and some Miscellaneous Grants*. Files may contain details of applicant's post-secondary education, professional experience, referee and selection committee assessments, and Council's decisions. They may also contain administrative and financial documents related to the administration of awards.

Note: Programs marked * were discontinued in 1995.

Class of Individuals: Individuals who participate in NSERC's Research Support and other general support programs and third parties from whom NSERC has requested assessments of proposals.

Purpose: All personal information related to applicants is used to review applications and to administer and monitor awards and programs.

Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also

be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members or reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Canadian Institutes of Health Research for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about awarded applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy Statement: Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

Retention and Disposal Standards: Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.

RDA Number: 2002/007

Related PR#: SER 041 and SER 045

TBS Registration: 002574

Bank Number: SER PPU 060

Lists of External Referees

Description: This bank contains names, affiliation and mailing addresses of individuals in Canada and abroad who are asked by the Council to review proposals for grants to individuals and groups. Only a few of the fields of natural sciences and engineering are included in this bank. Persons requesting access to their personal data should provide discipline of research, name and affiliation.

Class of Individuals: Individuals in Canada and abroad who are asked by the Council to review proposals for grants.

Purpose: The information is used to select external referees for research proposals.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: 2002/007

Related PR#: SER 006

TBS Registration: 003514

Bank Number: SER PPU 050

Register of Canadians Studying Abroad

Description: This bank contains information on the professional qualifications of Canadians who are doing postgraduate or postdoctoral work in the natural sciences or engineering in foreign universities and institutes and who have registered with NSERC so that their availability may be made known to participating Canadian employers who require qualified research personnel. Information includes name, address, current field of study or research, and details of post-secondary education.

Note: Program discontinued in 1995.

Class of Individuals: Canadian graduate and postgraduate students studying or working

in foreign countries who have registered with NSERC.

Purpose: Information in the bank is used to facilitate the return to Canada of highly qualified scientists and engineers to meet the needs of Canadian employers.

Consistent Uses: NSERC uses the information in the Register to evaluate its programs and to produce statistics and planning information. NSERC also searches the electronic database file associated with the Scholarships and Fellowships Personal Information Bank to identify potential registrants from among scholars receiving NSERC support. These individuals are then contacted and invited to register.

Retention and Disposal Standards: Information is retained for 15 fiscal years after the date of application.

RDA Number: 2002/007

Related PR#: SER 065

TBS Registration: 002577

Bank Number: SER PPU 075

Research Grants Programs

Description: This bank contains information related to individual, group and project discovery grant applications submitted by researchers who hold academic appointments in eligible Canadian academic institutions. It also includes information related to the administration of these types of awards. It includes details of applicants' post-secondary education and professional experience, proposals, referee and selection committee assessments, and Council's decisions.

Class of Individuals: Applicants for NSERC research, tools and instruments, facilities and infrastructure, shiptime, collaborative projects and special research opportunities grants and third-party reviewers from whom NSERC has requested assessments of proposals.

Purpose: All personal information related to applicants is used to review applications and to administer and monitor awards and programs.

Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants.

2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members or reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Canadian Institutes of Health Research for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about awarded applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy Statement: Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

Retention and Disposal Standards: Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial

activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.

RDA Number: 2002/007

Related PR#: SER 026 and SER 036

TBS Registration: 002581

Bank Number: SER PPU 095

Scholarships and Fellowships

Description: This bank contains information related to the adjudication and administration of NSERC's scholarships and fellowships programs including Undergraduate Student Research Awards (industry and universities), Postgraduate Scholarships, Industrial Postgraduate Scholarships, Postgraduate Scholarships in Science Librarianship and Documentation*, 1967 Science and Engineering Scholarships*, Postdoctoral Fellowships, Industrial Research Fellowships, and NATO Science Fellowships. It contains details of applicant's post-secondary education and, in some cases, professional experience. It includes ratings, assessments, recommendations and decisions. The bank also contains the administrative and financial documentation generated in the administration of these awards.

Note: Programs marked * were discontinued in 1995.

Class of Individuals: Applicants for NSERC scholarships and fellowships and third parties who provide assessment of applicants' suitability for these awards.

Purpose: All personal information related to applicants is used to review applications and to administer and monitor awards and programs.

Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about

applicants in its files and databases to identify prospective committee members or reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Canadian Institutes of Health Research for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about awarded applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy Statement: Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

Retention and Disposal Standards: Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period,

the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.

RDA Number: 2002/007

Related PR#: SER 050; SER 055 and SER 060

TBS Registration: 002575

Bank Number: SER PPU 065

Visiting Fellowships in Canadian Government Laboratories

Description: This bank contains information related to the granting of Visiting Fellowships in Canadian Government Laboratories which NSERC administers on behalf of a number of federal departments and agencies. It also contains information on NSERC International Fellowships offered in Canadian Universities*. The bank contains details of applicants' post-secondary education and professional experience. It may contain information on an applicant's marital status and the number and ages of children in cases where NSERC is involved in arranging travel and insurance. It includes assessments of applications, as well as recommendations and decisions. The bank also contains the administrative and financial documentation generated in the administration of awards.

Note: Program marked * was discontinued in 1995.

Class of Individuals: Canadian citizens and researchers from other countries who participate in the program of Visiting Fellowships in Canadian Government Laboratories or the Canada International Fellowships Program*, and third parties who provide references and assessments of applicants' suitability for awards.

Purpose: Information in the bank is used to review applications and to monitor and administer awards and programs.

Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees.

Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members or reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Canadian Institutes of Health Research for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about awarded applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy Statement: Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

Retention and Disposal Standards: Program case files are managed in groups based on

competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.

RDA Number: 2002/007

Related PR#: SER 065

TBS Registration: 002579

Bank Number: SER PPU 085

Research Partnerships Directorate

Research Partnerships Programs

Description: This bank contains information on individuals participating in NSERC's Research Partnerships Programs which promote collaboration between universities and companies or universities and government researchers. This bank includes university-industry programs, research networks, as well as chair and faculty support programs. Files may include details of applicants' post-secondary education, professional experience, and research proposals. They may also include references and assessments by third parties, committee recommendations, Council's decisions and documentation generated in the administration of awards.

Class of Individuals: Participants in NSERC's research partnerships programs and individuals from whom NSERC has requested expert assessments of applications and proposals.

Purpose: All personal information related to applicants is used to review applications and to administer and monitor awards and programs.

Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify

prospective committee members or reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Canadian Institutes of Health Research for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about awarded applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy Statement: Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

Retention and Disposal Standards: Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those

applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.

RDA Number: 2002/007

Related PR#: SER 075

TBS Registration: 002580

Bank Number: SER PPU 090

Strategic Projects

Description: This bank contains information related to applications received from researchers in Canadian academic institutions for support under the Strategic Projects program and information related to the administration of these awards. It includes details of applicants' post-secondary education, professional experience, and research proposals as well as referee and selection panel assessments, and Council's decisions.

Class of Individuals: Applicants for NSERC Strategic Project support and third-party reviewers from whom NSERC has requested assessments of applications.

Purpose: All personal information related to applicants is used to review applications and to administer and monitor awards and programs.

Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members or reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities

by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Canadian Institutes of Health Research for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support.

4. NSERC routinely publishes and disseminates certain details about awarded applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy Statement: Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

Retention and Disposal Standards: Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.

RDA Number: 2002/007

Related PR#: SER 070

TBS Registration: 002578

Bank Number: SER PPU 080

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Business Continuity Planning (BCP)

Electronic Network Monitoring Logs

Hospitality

Relocation

Security Video and Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Classes of Personal Information

Subject files

NSERC's subject files contain a certain amount of personal information not arranged or retrievable by personal identifiers. Typically, this includes personal addresses associated with routine requests for information or opinions expressed by individuals in correspondence with NSERC on program matters.

This kind of personal information is not used for any specific administrative purpose. It is normally retrievable only if the requester gives details about the subject, date, and circumstances under which the information was provided to NSERC. The retention period for this kind of information is governed by schedules approved by the Librarian and Archivist of Canada for various subject files in which it is stored.

Manuals

- Award Holder's Guide
- Peer Review Manual
- Program Guide for Professors
- Program Guide for Students and Fellows
- Tri-Council Policy Statement: Integrity in Research and Scholarship

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Additional information on the Council's organization, programs and operations can be obtained by consulting NSERC's web site at the following address: <http://www.nserc-crsng.gc.ca/> or by contacting:

Communications

NSERC

Constitution Square

350 Albert Street, 13th Floor

Ottawa, Ontario K1A 1H5

Telephone: 613-995-6295

Reading Room

NSERC has designated one of its meeting rooms as a public reading room in accordance with the Access to Information Act. The address is:

Constitution Square

350 Albert Street, 13th Floor

Ottawa, Ontario

North Fraser Port Authority

Chapter 119

General Information

Background

The North Fraser Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Port North Fraser encompasses all of the waters of the North and Middle Arms of the Fraser River extending from the point of their confluence with the sea at the Strait of Georgia then easterly and upstream a distance of 29 kilometres (18 miles) to a point just below the westerly tip-end of Poplar Island. The harbour is bounded on the North by the University Endowment Lands, the Cities of Vancouver and New Westminster and the City of Burnaby and on the south by the City of Richmond.

Responsibilities

The role of the port is to provide innovative and responsible leadership in the administration of the North Arm's river highway and to ensure that all development enhances the economic opportunity, recreational potential and environmental integrity of the area. In support of this role, the Port Authority will work with other public and private organizations as partners in areas of mutual interest.

Legislation

- Canada Marine Act, R.S.C. 1998, Chapter C-10
- Port Authorities Management Regulations
- Port Authorities Operating Regulations

Organization

President and Chief Executive Officer

The President and Chief Executive Officer of the North Fraser Port Authority is the head of the institution for the purposes of the Access to Information Act exercises all the powers and responsibilities pertaining to this function under the Act in question.

Operations

This department is headed by the Vice-President and Corporate Secretary and is accountable for the efficient and effective delivery of the Port's operations.

Administration

This department is headed by the Vice-President and Corporate Secretary and is responsible for the efficient and effective delivery of the Port's administration.

Information Holdings

Program Records

Board of Directors

Description: Information relating to nominees, the Orders-in-Council appointing members, brief biographies and statements of qualifications.

Topics: Directors.

Program Record Number: NFPA BOD 025

Communications and Marketing

Description: Information relating to press releases, advertising, promotional events and community relations.

Topics: Media clippings; advertising; corporate identity; publications; speeches and presentations; promotions and events.

Program Record Number: NFPA COM 005

Environmental Services

Description: Information relating to environmental issues.

Topics: Management plan; habitat banking; hazardous materials inventory.

Program Record Number: NFPA ENV 010

Harbour Operations

Description: Information relating to traffic, vessels, safety, emergency planning, pollution and debris control.

Topics: Incidents; patrol operations; channel maintenance dredging; debris control; permits; marine emergency plan; bridge signals; aids to navigation.

Program Record Number: NFPA HOP 015

Property Management

Description: Information relating to the administration of North Fraser Port Authority properties, property leases, licenses, easements and title searches.

Topics: Title information; insurance; appraisals.

Program Record Number: NFPA PRO 020

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Employment and Staffing

Finance

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Particular Personal Information Banks

Access Request Data Bank

Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act.

Class of Individuals: General public.

Purpose: This bank processes access requests and reports the total number of requests processed.

Consistent Uses: This bank is used to report on the administration of the Access to Information and Privacy Acts.

Retention and Disposal Standards: Records are retained for two years after resolution and then destroyed.

RDA Number: 2002/001

Related PR#: NFPA PRN 930

TBS Registration: 004481

Bank Number: NFPA PPU 005

Applications for Employment

Description: This bank contains applications received from the general public for possible employment with the North Fraser Port Authority.

Class of Individuals: General public.

Purpose: Information may be used to fill vacancies in the North Fraser Port Authority for which applicants have suitable qualifications.

Consistent Uses: To provide a record of the information and documentation used in staffing positions.

Retention and Disposal Standards: Records are retained for one year then destroyed.

RDA Number: 2002/001

Related PR#: NFPA PRN 920

TBS Registration: 004482

Bank Number: NFPA PPU 010

Board of Directors

Description: This bank contains correspondence relating to nominees, the Orders-in-Council appointing members, brief biographies and statements of qualifications.

Class of Individuals: Candidates for appointment and appointees to the Board of Directors.

Purpose: The purpose of this bank is to assist in the appointment of individuals as directors of the North Fraser Port Authority.

Consistent Uses: To provide a record of the information and documentation used in the appointment of Directors.

Retention and Disposal Standards: Records are retained for five (5) years then transferred to National Archives.

RDA Number: 2002/01

Related PR#: NFPA BOD 025

TBS Registration: 004483

Bank Number: NFPA PPU 015

Properties

Description: This bank contains information on owners or tenants of properties.

Class of Individuals: General public.

Purpose: This bank is used to document property transactions between the North Fraser Port Authority and the general public such as leases, licences, sale, exchange or purchase of lands.

Consistent Uses: This bank is used to document the decision-making process in property matters.

Retention and Disposal Standards: Records are retained for five years then transferred to National Archives.

RDA Number: 2002/01

Related PR#: NFPA PRO 020

TBS Registration: 004484

Bank Number: NFPA PPU 020

Service Contracts

Description: This bank contains the terms and conditions of individuals or firms engaged under contract to the Authority.

Class of Individuals: General public.

Purpose: The purpose of this bank is to provide documentation relating to individuals and firms providing services to the Authority under contract.

Consistent Uses: This bank is used to record payment to individuals for income tax and budgetary purposes.

Retention and Disposal Standards: Records are retained for six years after completion then transferred to National Archives.

RDA Number: 2002/001

Related PR#: NFPA PRN 914

TBS Registration: 004485

Bank Number: NFPA PPU 025

Classes of Personal Information

In the course of conducting the programs and activities of the North Fraser Port Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the Records Retention Schedules for the general subject files in which they are stored.

Manuals

- Emergency Procedures Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the North Fraser Port Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the North Fraser Port Authority.

Requests for further information about the North Fraser Port Authority may be directed to:

North Fraser Port Authority
7911 Grauer Road
Richmond, British Columbia V7B 1N4

Telephone: 604-273-1866

Facsimile: 604-273-3772

E-mail: info@nfpa.ca

Internet: www.nfpa.ca

Reading Room

Under the Access to Information Act, the North Fraser Port Authority has designated an area on the premises at the above address as the public reading room.

Northern Pipeline Agency Canada

Chapter 120

General Information

Background

The Northern Pipeline Agency (NPA) was created with the proclamation of the Northern Pipeline Act in April 1978 to oversee planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project by the Foothills Group of Companies. The Minister of Natural Resources is responsible for the management and direction of the Agency. Pending resumption of planning and construction of the pipeline, the only office in the NPA that is staffed is the Office of the Commissioner, which maintains a small support staff.

Responsibilities

The NPA's mandate is twofold. First, it carries out Government of Canada responsibilities in relation to the pipeline and facilitates the efficient and expeditious planning and construction of the pipeline, taking into account local and regional interests, in particular those of native people. Secondly, it maximizes the social and economic benefits from the construction and operation of the pipeline while at the same time minimizing any adverse effect on the social and environmental conditions of the areas most directly affected by the pipeline.

The NPA acts as a single window between federal authorities and the Foothills Group of Companies, and between provincial and territorial governments, and the Government of the United States. In keeping with the Act, many regulatory powers of other Government of Canada departments and agencies related to the pipeline project are delegated to the NPA. This is not the case for those powers reserved exclusively to the National Energy Board or shared between the Board and the NPA.

Legislation

- Northern Pipeline Act, R.S.C. 1985, c. N-26

Organization

Office of the Commissioner

As NPA headquarters, the Office of the Commissioner provides support to both the Minister responsible for the NPA and the Commissioner. The Office develops and consults on major policy issues between the United States, the provinces, and Government of Canada departments and agencies, concerned with the planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project.

Office of the Administrator

The Office of the Administrator exercises such powers and performs such duties and functions as the Minister may specify.

Office of the Designated Officer

The Office of the Designated Officer carries out responsibilities as required under the Northern Pipeline Act, and as may be delegated by order of the National Energy Board from time to time.

Information Holdings

Program Records

Advisory Councils

Description: Information on relations with Advisory Councils to assist the Minister and Commissioner in carrying out the objects of the Northern Pipeline Act.

Topics: Yukon Advisory Council; Federal-Provincial Advisory Council.

Program Record Number: NPA ADM 015

British Columbia Regional Office

Description: Information on all aspects of planning and construction of the Alaska Highway gas pipeline in British Columbia with emphasis on liaison between the Government of Canada, and provincial, territorial and municipal governments, as well as individuals.

Topics: Construction operations; native groups; pipeline manpower; special interest groups; surveillance; special projects and incidents; American pipeline information.

Program Record Number: NPA ADM 025

Delegated Authorities

Description: Information on the exercise and performance of certain powers, duties and functions delegated to the Northern Pipeline Agency by other government departments.

Topics: Delegation of authority from the National Energy Board; delegation of authority under the National Energy Board Gas Pipeline Regulations; delegation of authority under the Northern Pipeline Act.

Access: Files arranged by subject and construction zone.

Program Record Number: NPA ODO 040

Engineering and Operational File

Description: Information on all engineering aspects associated with the operational phase of the pipeline.

Topics: Analyses and tests; compressor stations; meter stations; pipeline stress; engineering surveillance; pipeline crossings.

Program Record Number: NPA EDU 100

Engineering Design and Development

Description: Information on the engineering design and development necessary before the construction of the pipeline.

Topics: Specifications and codes; analyses and tests; materials engineering; geotechnical design; pipeline design.

Program Record Number: NPA EDU 095

Environment

Description: Information on all aspects of the environment, including climatic conditions in areas through which the pipeline passes and any changes and their effects on pipeline construction.

Topics: Environmental impact settlement; biological effects; wildlife; pollution; permafrost, frost heave, and ice.

Program Record Number: NPA SEE 070

Government Programs

Description: Information on the powers and authorities delegated to the NPA by other Government of Canada departments and agencies, except the National Energy Board.

Topics: Permits and orders; land tenure and use; field surveillance scheduling and administration.

Program Record Number: NPA TRA 050

Industrial Benefits

Description: Information on the economic benefits to Canada of the construction of the Alaska Highway gas pipeline through the purchase of pipeline material.

Topics: Pipe procurement; valve procurement; turbine-compressor packages; fittings procurement; Canadian content.

Program Record Number: NPA TRA 055

Legal Affairs

Description: Information on the administration of legal matters; also opinions and decisions.

Topics: Policy; Commissioner of Oaths; interpretation and application of legislation.

Program Record Number: NPA ADM 030

Logistics Transportation

Description: Information on logistical plans and activities from the standpoint of their effects on transportation systems.

Topics: Transportation – pipe; air transportation systems; rail transportation systems.

Program Record Number: NPA TRA 045

Policy

Description: Information on federal-provincial, intergovernmental and international relations and negotiations.

Topics: Financing; construction; agreements; tariffs, gas export and legislation.

Program Record Number: NPA COM 005

Project Scheduling and Monitoring

Description: Information on regulatory matters, construction scheduling and monitoring, cost control and critical path planning for the project.

Program Record Number: NPA SRU 090

Public Affairs

Description: Information on NPA public relations, community information, media liaison and employee communications.

Topics: Information services; advertising; communications strategies.

Program Record Number: NPA ADM 035

Right-of-Way

Description: Information on the acquisition of land for the construction of the pipeline or of any facilities associated with it.

Topics: Service of land owners; land acquisition status reports; right-of-way; grant of easement; applications for leave to take additional lands; acquisition of work space; public hearings.

Program Record Number: NPA SRU 085

National Pipeline Agency Operations

Description: Information on all formal communications between NPA operational headquarters and regional offices, the Foothills Group of Companies, federal, provincial and territorial governments, industry and the public.

Topics: Corporations, companies and firms; government liaison; public relations.

Program Record Number: NPA ADM 010

Social and Cultural Issues

Description: Information on social and cultural matters, particularly as they relate to the effect of pipeline construction on the culture and livelihood of the Native peoples living along its route.

Topics: Trap-line compensation; loss of livelihood; harvesting; archaeological sites; protection of recreational areas; burial sites.

Program Record Number: NPA SEE 065

Socio-Economic Issues

Description: Information on socio-economic issues such as workforce, social services and employment opportunities; also issues related to the existence of the pipeline.

Topics: Social, economic and environmental effects; plans and plan schedules for pipeline construction; social services; opportunity measures; business opportunities; communities.

Program Record Number: NPA SEE 060

Surveillance Information

Description: Information on the day-to-day operations associated with pipeline and station construction.

Topics: Diaries and reports; daily field orders; construction progress reports; equipment reports; reports of non-compliance.

Program Record Number: NPA SRU 080

Workforce

Description: Information on workforce planning, requirements, reporting, recruiting, training, orientation and compensation as they relate to construction of the Alaska Highway gas pipeline.

Topics: Information and recruitment; hiring and opportunities for Native peoples; training and hiring preferences; workforce inventory; health plans, housing and work camps; contractor-union undertakings; woman employees; statistics; staff counts; construction staff reports; surveillance staff reports.

Program Record Number: NPA SEE 075

Yukon Regional Office

Description: Information on all aspects of planning and construction of the Alaska Highway gas pipeline in the Yukon with emphasis on liaison between the Office and the federal, provincial, territorial and municipal governments, as well as individuals.

Topics: Construction operations; Native peoples groups; pipeline workers; special interest groups; surveillance; special projects and incidents; American pipeline information.

Program Record Number: NPA ADM 020

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Employment and Staffing

Human Resources

Particular Personal Information Banks

Access Request Data Bank

Description: The bank refers to access request forms received from individuals requesting access to their files, the replies to such requests and information related to processing.

Class of Individuals: Employees, applicants for employment, and individuals providing services under contract.

Purpose: The bank provides information on access requests.

Consistent Uses: The bank records requests for access and provides information on periodic reports on requests.

Retention and Disposal Standards: Records are maintained for two years then destroyed.

RDA Number: 98/001

Related PR#: NPA PRN 930

TBS Registration: 000740

Bank Number: NPA PPU 020

Application for Employment

Description: The bank refers to an inventory of applicants from the general public or the Government of Canada for employment with the Northern Pipeline NPA. It includes applications for employment, curricula vitae, letters of reference and other personal information. Individuals are identified by name. The Office of the Commissioner is responsible for this bank.

Class of Individuals: Applicants for employment in the NPA.

Purpose: The bank is used to identify applicants, their skills and abilities, work histories, or education for possible future appointments to the NPA staff.

Consistent Uses: The bank is used in the staffing of NPA positions.

Retention and Disposal Standards:

Records held for two years past receipt or last administrative action, are then destroyed.

RDA Number: 98/001

Related PR#: NPA PRN 929

TBS Registration: 000737

Bank Number: NPA PPU 005

Expenditure Records

Description: The bank refers to documentation in support of expenses incurred by employees in the performance of their duties including authorization for expenditure, advances and claims.

Class of Individuals: Employees of the institution.

Purpose: The documentation in the bank is used to support payments to employees and is retained for the purposes of audit.

Consistent Uses: The bank is used in the administration and verification of expense claims of employees.

Retention and Disposal Standards: Records held for six years past the fiscal year in which the expense occurred are then destroyed.

RDA Number: 98/001

Related PR#: NPA PRN 921

TBS Registration: 000739

Bank Number: NPA PPU 015

Service Contract Files

Description: The bank refers to information about individuals or firms engaged under contract. The files contain data referring to curricula vitae, rates charged for service, dollar values of contracts, terms of contracts and previous contracts.

Class of Individuals: Individuals performing services for the NPA either directly or through their firms.

Purpose: The bank was established to record information relating to individuals and firms providing services to the NPA under contract.

Consistent Uses: The bank is used to record information relating to persons and firms providing services to the NPA under contract and to control payments for such services.

Retention and Disposal Standards: Information is retained for 2 years, then is destroyed.

RDA Number: 98/001

Related PR#: NPA PRN 920

TBS Registration: 000738

Bank Number: NPA PPU 010

Classes of Personal Information

Human Resources Planning and Management

Personal information about employees is also maintained in other departmental files and databases held by various organizations involved in the human resource planning and management functions. Such systems are used to provide aggregated reports for the purpose of human resource planning and management and to assist in analysis of trends or developments. Although some of the information may be retrieved by a

personal identifier, the databases are not used to provide information about individual employees nor to make any administrative decisions affecting individual employees.

Mailing Lists

This class includes correspondence and request cards from individuals regarding departmental mailing lists for publications. The information is used for amending addresses and to add or delete individual names on mailing lists that are retained permanently. The correspondence and request cards are retained until the mailing list has been amended.

Public Opinion Research

This is a class of records generated by departmental officials who conduct public opinion research on a vast spectrum of topics related to the mandate and mission of the Department of Natural Resources. Retrievable records consist of data-gathering instruments, such as, but not exclusively, questionnaires that may contain personal information revealing the identity of the research subject. Data contained in this class of records are not used for administrative purposes. Individuals seeking access to these records must provide the title of the research project in which they participated, the location and the date of the research, and any other data that may help to identify and locate the personal information they are seeking.

Manuals

- 1982 Operations and Maintenance Expense Budget, Zone 7 and 8
- Alaska Highway Gas Pipeline Project Report on Transportation and Logistics – August 1, 1980, and March 1, 1981; also February 27, 1981
- Alaska Highway Pipeline Project, Logistics – August 1980
- Commissioning
- Compressor Stations
- Consolidated Monthly Progress Reports
- Crossings
- Designated Items – Procurement Program
- Engineering and Technical Orders
- Engineering Design

- Environmental Terms and Conditions
- Final Design Cost Estimate Phase I, Eastern Leg – December 1980
- Final Design Cost Estimate Prebuild, Western Leg – April 1980
- Final Design Cost Estimate Prebuild, Western Leg Re-submission – September 1980
- Flow Studies
- Leave to Open
- Manual of Internal Administration
- Monitoring Procedures
- Office of the Designated Officer
- Operator's Manual
- Phase 1 Progress Report
- Pipeline and Compressor Testing and Acceptance Plans
- Policy and Programs
- Regulatory Submission Schedules
- Reports of Non-compliance Issued to Foothills by Surveillance Officers
- Schedule III to the Northern Pipeline Act
- Scheduling and Regulatory
- Socio-economic Terms and Conditions
- Station Construction Reports
- Stress Analyses, Frost Heave, Settlement, Muskeg, Pipe Stability, Earthquake

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Agency and its various programs and functions may be directed to:

NRCan ATIP Coordinator
 Jean Boulais
 580 Booth Street, 11th Floor, B3
 Ottawa, Ontario K1A 0E4
 Telephone: 613-995-1305
 Facsimile: 613-995-0693

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

NRCan ATIP Secretariat
 580 Booth Street, 11th Floor, D1
 Ottawa, Ontario
 Telephone: 613-995-1236
 Facsimile: 613-995-0693

Northwest Territories Water Board

Chapter 121

General Information

Background

The Northwest Territories Water Board was established under section 7 of the Northern Inland Waters Act, which was proclaimed on February 28, 1972. In June 1992 this Act was repealed, and the Northwest Territories Waters Act was promulgated. The Northern Inland Waters Regulations were promulgated on September 14, 1972. In June 1993 these Regulations were revoked and replaced with the Northwest Territories Waters Regulations. The Board held its founding meeting in Yellowknife, N.W.T. on April 8, 1972.

Responsibilities

The Board provides for the conservation, development and use of the water resources of the Northwest Territories in a manner that will provide the optimum benefit for all Canadians, and for the residents of the Territories in particular. Under the Act an application must be made to the Board and a licence issued prior to the use of any waters or disposal of any waterborne waste. The requirement for application applies equally to departments and agencies of the federal government. The only exclusions are the use of water for domestic purposes, for extinguishing a fire or, in an emergency, for controlling or preventing a flood.

Legislation

- Northwest Territories Waters Act
- Northwest Territories Waters Regulations

Organization

The Board consists of not fewer than three and not more than nine members appointed by the Minister of Indian Affairs and Northern Development. It is made up of at least one nominee from those departments of the Government of Canada which, in the opinion of the Governor in Council, are most directly concerned with the management of the water resources in the Northwest Territories, and at least three persons named by the Commissioner in Council of the Northwest Territories.

Professional and technical staff is provided by the Minister of Indian Affairs and Northern

Development to help conduct the business of the Board and its activities. A Technical Advisory Committee was established in 1973 to provide a forum for the discussion of technical matters related to applications for use of water and waste disposal.

Information Holdings

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Budgets

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Office Appliances

Personnel

Procurement

Training and Development

Travel

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Travel

Manuals

- NWT Water Board Guidelines
- NWT Water Board Questionnaires for Water Licence application

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various programs and functions may be directed to:

Executive Assistant
Northwest Territories Water Board
Goga Cho Building, 2nd Floor
P.O. Box 1326
Yellowknife, Northwest Territories X1A 2N9

Telephone: 867-765-0106
Facsimile: 867-765-0114
E-Mail: info@nwtwb.com
Internet: www.nwtwb.com

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

Goga Cho Building, 2nd Floor
Yellowknife, Northwest Territories

Nunavut Water Board

Chapter 122

The annual update for this institution was not received for inclusion in the 2007–2008 version of this Info Source publication. The following is from the 2006–2007 version of Info Source.

General Information

Background

The Nunavut Water Board was established under Article 13 of the Nunavut Land Claims Agreement and section 14 of the Nunavut Waters and Nunavut Surface Rights Tribunal Act, proclaimed on April 30, 2002. The Northwest Territories Waters Regulations promulgated on June 8, 1993 continue to apply in Nunavut until they are replaced or repealed as per s. 173 of the above mentioned Act.

Responsibilities

The Board provides for the conservation and utilization of waters in Nunavut, except in a National Park, in a manner that will provide the optimum benefit from those waters for the residents of Nunavut in particular and Canadians in general. Under the Act, any use of water or deposit of waste into water must be approved by the Board. The requirement to obtain approval of the Board applies equally to departments and agencies of the federal and territorial government. The only exclusions are the use of water for domestic purposes, for extinguishing a fire or, in an emergency, for controlling or preventing a flood.

Legislation

- Nunavut Waters and Nunavut Surface Rights Tribunal Act (2002, c. 10)
- Northwest Territories Waters Regulations (SOR/93-303)
- Nunavut Water Board Order (SOR/2002-253)

Organization

The Board consists of nine members, including the Chairperson who is also the Chief Executive Officer of the Board, appointed for a term of three years by the Minister of Indian Affairs and Northern Development. The following rule applies to the appointment of members, other than the Chair:

One half of the members shall be appointed on the nomination of the designated Inuit organization; one quarter of the members shall be appointed on the nomination of: the territorial minister responsible for renewable resources, and the territorial minister or ministers designated by an instrument of the Executive Council of Nunavut; and one quarter of the members shall be appointed by the Minister of Indian Affairs and Northern Development.

The Board employs officers and employees and engage the services of agents, advisers, and experts, as are necessary for the proper conduct of its business, and fixes the terms and conditions of their employment or engagement and pay their remuneration.

Information Holdings

Program Records

Application File (Blue File)

Description: An Application File is open for every application accepted by the Board, and contain a copy of the application and of all supporting documents, all records from any public hearing held in connection with the application, all correspondence and documents submitted to the Board by interested persons in respect of that application. It also contains engineering and design plans, construction schedules, as-built drawings, technical submissions; correspondence between the Board and the applicant. The Application File is closed when the Board approves (or not) the application.

Topics: All correspondence related to an application up until it is approved by the Board.

Access: The Application Files can be viewed by the public between 8:30 a.m. and 5 p.m., Monday to Friday except on Statutory Holidays and floating Winter break.

Format: Paper.

Program Record Number: NWB 001

Public Register

Description: Official Public Register.

Topics: By law, the Public Register shall be in the form of one or more application (generally, a Public Register is held for every licence issued by the

Board) and shall contain a copy of the application and of all supporting documents, all records from any public hearing held in connection with the application, a copy of any licence issued in respect of the application and the reasons for the decision, and all correspondence and documents submitted to the Board in respect of compliance with the licence issued in respect of the application. It also contains engineering and design plans, construction schedules, as-built drawings, technical submissions; correspondence between the Board and the applicant, and interventions from interested persons.

Access: The Public Registry is open to the public between 8:30 a.m. and 5 p.m., Monday to Friday except on Statutory Holidays and floating Winter break.

Format: Paper.

Program Record Number: NWB 002

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pension and Insurance

Personnel

Proactive Disclosure

Procurement

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Internal Disclosure of Wrong Doing in the Work-Place

Personnel Security Screening

Travel

Manuals

- NWB Administration Manual

Additional Information

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

Nunavut Water Board Building
Gjoa Haven, Nunavut

Office of the Administrator of the Ship-Source Oil Pollution Fund

Chapter 123

General Information

Background

A few decades ago, in most countries the legal options for seeking compensation for marine oil pollution damage and the recovery of costs and expenses for clean-up and monitoring were limited. In Canada, as elsewhere, it was difficult to establish liability and there were difficult to insurmountable recovery challenges. Such issues cried out for statutory solutions.

The catalyst for a made in Canada solution occurred in 1970 when the tanker *Arrow* grounded on Cerberus Rock in Chedabucto Bay, Nova Scotia. After the *Arrow* incident, major amendments were made to the Canada Shipping Act (CSA). The new oil spill legislation in Part XX of the CSA became part of Canadian Law on June 30, 1971.

This regime was in place between 1971 and 1989, thus Canadian authorities were ready when the British tanker *Kurdistan* broke in two in the Cabot Strait in 1979 en route from Nova Scotia to Quebec with a heated cargo of Bunker C oil.

In 1989 Canada decided to increase its oil tanker spill cover by becoming a contracting State in the international regime, while modifying and continuing its domestic regime. The Ship-source Oil Pollution Fund (SOPF) came into force on April 24, 1989, by amendments to the CSA and succeeded the Maritime Pollution Claims Fund (MPC Fund) established in 1973. The money in the original MPC Fund, collected by levy on contributing oil imported into or shipped from a place in Canada from 1972 to 1976, was transferred to the new SOPF in 1989, a special account established in the accounts of Canada to which interest is credited monthly by the Minister of Finance.

The SOPF is intended to pay claims regarding oil spills from all classes of ships at any place in Canada, or in Canadian waters including the exclusive economic zone. Thus, the SOPF is not limited to oil tankers or to persistent oil, as is the international regime.

The current statutory claims regime is found in the Marine Liability Act (MLA) S.C. 2001, c.6. This

Act, which came into force on August 8, 2001, continues the regime that was previously found in the CSA.

Responsibilities

The Administrator, appointed by the Governor-in-Council investigates and assesses all claims filed against the Ship-source Oil Pollution Fund (SOPF), subject to appeal to the Federal Court of Canada; offers compensation to claimants for whatever portion of the claim the Administrator finds to be established and, where a claimant accepts an offer, the Administrator directs payment to the claimant out of the SOPF; prepares an annual report on the operations of the SOPF, which is laid before Parliament by the Minister of Transport; may take recourse action against third parties to recover the amount paid out of the SOPF to a claimant and may also take action to obtain security, either prior to or after receiving a claim; becomes a party by statute to any proceedings commenced by a claimant against the owner of a ship, its insurer, or the International Oil Pollution Compensation (IOPC) Funds, as the case may be after having been served with the document commencing the proceedings; directs payments out of the SOPF for all Canadian contributions to the IOPC Funds; provides advice to the Minister of Transport on any proposed changes to the regime of liability and compensation for oil pollution set out in Part 6 of the MLA; and participates with the Canadian delegation at meetings of the Executive Committee and the Assembly of the IOPC Funds.

Legislation

- Marine Liability Act, Part 6

Organization

The Office of the Administrator of the Ship-source Oil Pollution Fund (SOPF) consists of the Administrator and the Deputy Administrator of the SOPF, both appointed by Order in Council on the recommendation of the Minister of Transport. Required support and services are obtained through contracts.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Office of the Administrator of the Ship-source Oil Pollution Fund and its various programs and services may be directed to:

Office of the Administrator of the Ship-source Oil Pollution Fund

90 Elgin Street, 8th Floor
Ottawa, Ontario K1A 0N5

Telephone: 613-990-5807

Facsimile: 613-990-5423

Reading Room

An area in the Office of the Administrator of the Ship-source Oil Pollution Fund has been designated as a public reading room. The address is:

90 Elgin Street, 8th Floor
Ottawa, Ontario

Office of the Commissioner of Official Languages

Chapter 124

General Information

Background

The terms of reference of the Commissioner of Official Languages (COL) are set out in the Official Languages Act ("Act"). This legislation came into effect on September 15, 1988. The Commissioner's terms of reference consist in taking all measures with a view to ensuring recognition of the status of each of the official languages and compliance with the spirit and intent of the Act in the administration of the affairs of institutions subject to the Act, including ensuring the advancement by federal institutions of English and French in Canadian society.

The Office of the Commissioner of Official Languages is an agent of change and ombudsman. Its mission is to take all measures to achieve the three main objectives of the Official Languages Act; namely: the equality of English and French in Parliament, within the Government of Canada, the federal administration and institutions subject to the Act; the preservation and development of official language communities in Canada and the equality of English and French in Canadian society.

Responsibilities

The Commissioner is a language ombudsman who reports to Parliament. He performs his duties by conducting investigations, either pursuant to any complaints received, or on his own initiative. The Commissioner also conducts studies and carries out follow-ups on recommendations he has made. The Commissioner also informs members of the public, the official language minority communities, Parliament and agencies subject to the Act about his role and the provisions of the Act. The Commissioner's terms of reference embrace the entire federal administration: departments, agencies, Crown corporations and agencies whose enabling legislation states that they are subject to the Act.

Legislation

- Official Languages Act
- Official Languages (Communications with and Services to the Public) Regulations

Organization

The Office of the Commissioner of Official Languages has a single program with one activity. The Program is administered by four branches: Commissioners' Cabinet, Policy and Communications, including Regional Offices, Compliance and Assurance, Corporate Services and Legal Affairs. The Commissioner reports to Parliament and the Prime Minister is the Minister responsible for all of the Office's financial activities.

Information Holdings

Program Records

Please note that the descriptions of Program Records will be developed for the 2008–2009 update. The Office of the Commissioner of Official Languages is subject to Access to Information Act since April 1st, 2007 and is in the process of reviewing its information management system and the content of its files. In order to identify the existing Programs at the Office of the Commissioner of Official Languages, you may refer to the following internet address: <http://www.ocol-clo.gc.ca>.

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Audits

Hospitality

Human Resources

Information Technology Services

Relocation

Training and Development

Travel

Particular Personal Information Banks

Applications for Employment

Description: This bank contains information on individuals who have submitted an unsolicited

application for employment to the Office of the Commissioner of Official Languages. This bank may also contain applications for employment, curriculum vitae, reference letters and acknowledgements.

Class of Individuals: Individuals interested in securing employment with the Office.

Purpose: These records are consulted when employment vacancies arise.

Consistent Uses: There are no consistent uses.

Retention and Disposal Standards: These records are kept for two years and then destroyed.

RDA Number: 98/005

Related PR#: COL 0420-6

TBS Registration: 003791

Bank Number: COL PPU 030

Documentation Requests by Members of Parliament and Senators

Description: This bank contains information on members of Parliament and Senators, and their assistants, to whom information produced by the Office of the Commissioner of Official Languages is distributed. The information filed comprises: name, address, telephone number and official language preference of the member of Parliament or Senator, and an indication of the information requested and delivered.

Class of Individuals: Members of Parliament, Senators and/or their assistants.

Purpose: For distribution, analytical and statistical purposes.

Consistent Uses: This bank is used mainly for the purpose of distributing information related to official languages, with the occasional analysis and statistics being produced to support this purpose.

Retention and Disposal Standards: Records are destroyed after five years.

RDA Number: 95/026

Related PR#: COL 0500-1

TBS Registration: 003450

Bank Number: COL PPU 016

Privacy Act Requests

Description: This bank contains requests for access under the Privacy Act, the replies to such requests and any other information relevant to the processing of the requests.

Class of Individuals: Individuals requesting access to certain documents or files of the Office of the Commissioner of Official Languages.

Purpose: This bank was compiled to maintain records of requests for access to personal information and to facilitate the processing of such requests.

Consistent Uses: The information is used to process requests and for research and statistical purposes.

Retention and Disposal Standards: Records are retained for a period of five years after last administrative action has been taken, after which records are destroyed.

RDA Number: 98/001

Related PR#: COL 0103-1

TBS Registration: 003336

Bank Number: COL PPU 020

Office of the Commissioner of Official Languages (OCOL) Information Distribution

Description: Files kept are on individuals and organisations to whom information produced by the Office of the Commissioner is distributed. The information filed comprises: name, address, occupation, telephone and FAX numbers, electronic mail address, and official language preference of the individual or organisation, and an indication of the information requested.

Class of Individuals: The files contain the name of individuals who have requested information and of persons in positions of official language significance designated for receipt of information. Subcategories include: federal and provincial political representatives; public servants; official language minorities; media; libraries; educators; and interested citizens.

Purpose: For distribution, analytical and statistical purposes, files are kept on individuals and organizations who receive information produced by the OCOL.

Consistent Uses: This bank is used mainly for the purpose of distributing information related to official languages, with the occasional analysis and statistics being produced to support this purpose.

Retention and Disposal Standards: Six thousand nine hundred names and records are stored electronically on a permanent distribution list which is updated annually. The names are removed immediately upon request of the person or after a move with no forwarding address.

RDA Number: 95/026

Related PR#: COL 500-1

TBS Registration: 001262

Bank Number: COL PPU 010

Compliance and Assurance

Description: Complaint files and various study working papers document the nature, extent and scope of various types of linguistic study work performed and of complaints investigated. Files are also kept on requests for information regarding official languages. In addition, a computerised

database contains essential information on the subject and results of complaints and investigations.

Class of Individuals: Individuals who file complaints with the Commissioner of Official Languages and individuals contacted by the Office for investigation or study purposes. Also, individuals or groups who have presented a request for information.

Purpose: The information in these files is used to support conclusions drawn, and recommendations made, by the Commissioner of Official Languages in the performance of her duties pursuant to the Official Languages Act. Requests for information on official languages issues are kept for analytical and statistical purposes.

Consistent Uses: In accordance with the requirements of the Official Languages Act, the Commissioner reports annually to Parliament on matters which he considers to be of significance arising out of the investigations, studies and follow-ups on his recommendations conducted in the performance of his statutory mandate. Every precaution is taken in these circumstances to eliminate personal information from the report involved in order to protect privacy. The reports on studies conducted by the Commissioner are published and are accessible to the public. Investigation reports on complaints are provided only to the parties concerned. The information in complaint investigation files and in the computerized database is confidential in accordance with the provision of sections 60 and 72 to 74 of the Act.

Retention and Disposal Standards: Files pertaining to complaints, studies and follow-ups are retained for twenty years; the files which were subjected to a court remedy are then transferred to Library and Archives Canada as historical records; the others are destroyed. Information requests in a given file or set of files are retained for three years and then destroyed.

RDA Number: 95/026

Related PR#: COL 1970-1

TBS Registration: 001261

Bank Number: COL PPU 005

Litigation Files

Description: This bank contains information on legal proceedings of a civil or criminal nature in which the Commissioner of Official Languages of Canada is a party, a *mis en cause* (forced intervener) or an intervener, including proceedings before provincial and federal courts. It includes pleadings, briefs, appeal files, transcript and

statements of evidence, writs, opinions and related correspondence. The greater part of the information contained in the bank is obtained from the relevant court registry files.

Class of Individuals: Persons who have been involved in civil or criminal proceedings involving the Commissioner of Official Languages as a party, a *mis en cause* or an intervener, including members of the public, a Crown agency or Crown servant.

Purpose: The material in this bank is retained to enable the Legal Services of the Office of the Commissioner to carry out their duties as legal advisors.

Consistent Uses: There are no consistent uses.

Retention and Disposal Standards: Litigation files are retained for twenty years and then transferred to Library and Archives Canada as historical records.

RDA Number: 95/026

Related PR#: COL 1977-1

TBS Registration: 003790

Bank Number: COL PPU 025

Opinions, Observations and Representations

Description: This file contains information on individuals who wish to express their opinion or to make observations or representations to the Office of the Commissioner of Official Languages with respect to any matter pertaining to the mandate of this Office that is not a complaint or a request for information.

Class of Individuals: General public.

Purpose: The purpose of this bank is to answer correspondence received.

Consistent Uses: It is also used for data research purposes in order to reply to subsequent correspondence.

Retention and Disposal Standards: Records are destroyed after five years.

RDA Number: 95/026

Related PR#: COL 0107-3

TBS Registration: 003337

Bank Number: COL PPU 015

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Relocation

Travel

Classes of Personal Information

Policy and Communications, and Legal Services

In order to keep abreast of trends, and with a view to ensuring recognition of the status of Canada's official languages in co-operation with individuals and organisations, the Policy and Communications Branch and the Legal Services Branch keep some information on those organisations and individuals with whom it is necessary for the OCOL to communicate on a regular basis, to obtain or verify information having to do with: minority official language rights; languages and education; federal official languages programs; and private sector initiatives in the area of official languages. At this point, these files are mainly in the form of lists of names and addresses; they do not contain any personal information beyond that which is necessary to identify the person and/or organisation. They are located in Ottawa and in the five regional offices – Edmonton, Winnipeg, Toronto, Montreal and Moncton.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Office and its program and functions may be directed to:

Office of the Commissioner of Official Languages

344 Slater Street, 3rd Floor
Ottawa, Ontario K1A 0T8

Telephone: 613-996-6368

Toll-free: 1-877-996-6368

E-mail: message@ocol-clo.gc.ca

Internet: www.ocol-clo.gc.ca

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The public reading room is located at the following address:

Library

344 Slater Street, 3rd Floor
Ottawa, Ontario

Telephone: 613-996-6368

Office of the Correctional Investigator

Chapter 125

General Information

Background

The Office of the Correctional Investigator is established under Part III of the Corrections and Conditional Release Act S.C. 1992 c.20. The Office investigates problems of offenders under Federal jurisdiction and reports findings and recommendations to the Correctional Service of Canada, the Solicitor General and Parliament as set out in the Act.

The Correctional Investigator is appointed by Cabinet and operates independently of the Correctional Service. He has complete discretion with respect to whether, and how, to investigate offender complaints. He may also institute investigations of his own initiative.

The Correctional Investigator submits an Annual Report on his activities to the Solicitor General by June 30 of each year. The Solicitor General must table this Report in both Houses of Parliament within the next thirty days during which Parliament is in session. The Correctional Investigator may also submit Special Reports to the Solicitor General on urgent topics and these must also be tabled within thirty sitting days.

Responsibilities

The Correctional Investigator investigates and reports on the problems of inmates that come within the responsibility of the Solicitor General of Canada (other than those problems raised on complaint in certain defined circumstances). Investigations are undertaken at the request of the Solicitor General, on the Investigator's own initiative, or upon complaint from or on behalf of inmates as defined in the Penitentiary Act.

Legislation

- Corrections and Conditional Release Act
- Corrections and Conditional Release Regulations

Organization

The Office of the Correctional Investigator comprises 29 staff under the direction of an Executive Director and two Directors of Investigation. Investigators are assigned to specific institutions on a periodic rotational basis. All staff are located in the Ottawa office and visit institutions several times each year.

Information Holdings

Program Records

Inmate Affairs – Case Files

Description: All correspondence on individual inmate complaints, which form the case tracking system; also reports of interviews with complainants.

Topics: Complaints, investigations, interviews, visits.

Access: Files are stored sequentially by Finger Print Service (FPS) number.

Format: Electronic and/or hard copy.

Program Record Number: OCI CIN 030

Inmate Affairs – General Topics

Description: Information on certain policies of the Correctional Service of Canada; press clippings on the Correctional Service of Canada.

Topics: Policy on inmate disciplinary boards; claims against the Crown; inmate pay; family visiting.

Program Record Number: OCI CIN 025

Inmate Affairs – Special Enquiries and Reports

Description: Special reports compiled on the initiative of the Office or at the request of the Solicitor General of Canada.

Topics: Enquiry at Millhaven into an incident in 1975; incident at Dorchester in 1980.

Program Record Number: OCI CIN 020

Inmate Affairs – Annual Reports

Description: Information and statistics collected and published in Annual Reports.

Topics: Annual reports, statistics.

Access: Files arranged by year of report.

Program Record Number: OCI CIN 015

Penal Institution Organizations, Committees and Groups

Description: Information on contact with inmate committees and other groups both inside and outside the institutions.

Topics: Inmate committees.

Access: Files arranged by institution or name of group, and by region.

Program Record Number: OCI CIN 010

Penal Institutions

Description: Correspondence advising institutions of visits by the Office of the Correctional Investigator; also requests for information on the administration of that institution.

Topics: Visits, investigations.

Access: Files arranged by institution and by region.

Program Record Number: OCI CIN 005

Particular Personal Information Banks

Offender Complaints and Investigations

Description: Each file, within the case tracking system, contains records [notes, correspondence and documents] related to the issues raised by the offender and the office's responses in the form of interviews with the offender, inquiries and research undertaken and findings and recommendations. Information may relate to the full range of personal information described in the Privacy Act, including, but not restricted to age, sex, address, criminal and employment history, medical condition and treatment identifying numbers, personal views and private correspondence.

Class of Individuals: Current or former federally-sentenced offenders, either incarcerated or under conditional release.

Purpose: All information is gathered for the purpose of dealing with, and attempting to resolve, offender problems and of reporting on these to the Commissioner of Corrections, the Solicitor General or Parliament, in the manner and in the circumstances provided in Part III of the Corrections and Conditional Release Act. Personal information is used exclusively for these purposes. Personal information may be disclosed to third parties only where doing so would assist staff in arriving at findings or recommendations or in connection with prosecution for perjury or for an offence against the Correctional Investigator under Part III of the Corrections and Conditional Release Act. Third parties could normally include government staff – usually Correctional Service,

Solicitor General Secretariat or National Parole Board employees and relatives, legal counsel or support groups of offenders. In practice, disclosure of personal information, even under the above provisions, is strictly limited.

Retention and Disposal Standards: Records are retained in our offices for 3 years and then kept in a separate storage facility for 7 years, after which they are sent to Library and Archives Canada.

RDA Number: 95/013

Related PR#: OCI CIN 030

TBS Registration: 004140

Bank Number: OCI PPU 005

Classes of Personal Information

The class contains personal information which does not qualify as a bank of information but has reached the Office of the Correctional Investigator as a result of such activities as visits by Correctional Investigator staff to institutions, requests for particulars concerning administrative policies at all levels, minutes of meetings with various inmate committees, or with institutional and volunteer groups. When requesting access, an individual must provide the name of the institution about which information is requested and the approximate date of the event prompting the information held.

Manuals

- Commissioner's Directives
- Institutional Standing Orders
- Regional Instructions

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Office and its various programs and functions may be directed to:

Access to Information and Privacy Coordinator
Office of the Correctional Investigator
P.O. Box 2324, Station D
Ottawa, Ontario K1P 5W5

Telephone: 613-990-2694

Reading Room

The Office of the Correctional Investigator shares a public reading room with other agencies of the Department of Public Safety Canada. The address is:

340 Laurier Avenue West
Ottawa, Ontario

Office of the Director of Public Prosecutions

Chapter 126

General Information

Background

On December 12, 2006, the Office of the Director of Public Prosecutions was established as an independent organization from the Department of Justice. This organization, known, according to its applied title, as the Public Prosecution Service of Canada (PPSC), was created by the Director of Public Prosecutions Act, and reports to Parliament through the Attorney General of Canada. The PPSC fulfills the responsibilities of the Attorney General of Canada in the discharge of his criminal law prosecutorial mandate by prosecuting criminal offences under federal jurisdiction and by contributing to strengthening and enhancing the criminal justice system.

Responsibilities

The mandate of the PPSC is set out in the Director of Public Prosecutions Act. The Act calls on the PPSC to act as prosecutor in cases where the Attorney General of Canada has jurisdiction and to provide advice to law enforcement agencies in respect of prosecutions.

Legislation

The PPSC carries out prosecutions under approximately 50 federal statutes on behalf of the Attorney General of Canada.

Organization

The PPSC is a national organization that employs staff counsel and retains agents to deliver prosecution and criminal law advisory services at the federal level across Canada. The PPSC is led by the Director of Public Prosecutions and consists of a head office based in Ottawa, eleven regional offices and five sub-offices. Headquarters consists of three directorates (Criminal Litigation and Organized Crime, and Regulatory Litigation and Criminal Justice), each led by a Deputy Director of Public Prosecutions and the Human Resources Directorate led by the Director General of Human Resources.

Office of the Director of Public Prosecutions

The Office of the Director of Public Prosecutions is a small secretariat that supports the Director in the overall management of the PPSC, including the coordination of PPSC activities between Headquarters and the Regional offices. The Office acts as a liaison between the PPSC and the Department of Justice, other Government of Canada departments and agencies, as well as other organizations and agencies, both within and outside Canada. The Office also serves as the external and internal communications arm of the PPSC and furnishes administrative support to the Federal/Provincial/Territorial Heads of Prosecution Committee. It also manages the French language web site of the International Association of Prosecutors and provides a secretariat and coordination function for the DPP on external relations with provincial and foreign prosecution services and visits by foreign dignitaries and delegations.

Criminal Litigation and Organized Crime Directorate

The Criminal Litigation and Organized Crime Directorate is responsible for the prosecution of drug, organized crime and Criminal Code offences. The Directorate provides prosecution related advice and litigation support during police investigations, and prosecutes all drug charges under the Controlled Drugs and Substances Act, regardless of whether a federal, provincial or municipal police agency lays the charges, except in Quebec and New Brunswick, where it prosecutes only drug charges laid by the RCMP. The PPSC also prosecutes organized crime cases, and, pursuant to understandings with the provinces, Criminal Code offences where they are related to drug charges and the drug aspect forms the major part of the case. In the three territories, the Directorate prosecutes all federal offences, including Criminal Code offences.

The Criminal Litigation and Organized Crime Directorate is also responsible for addressing criminal issues in the context of prosecutions to contribute to a safer world for Canada. It prosecutes offences under statutes such as the anti-terrorism provisions of the Criminal Code, the Proceeds of Crime (Money Laundering) Terrorist

Financing Act, the Customs Act, the Excise Act, and the Excise Tax Act. As well, it provides counsel to assist in the execution of extradition and mutual legal assistance requests before Canadian courts under the Extradition Act, and the Mutual Legal Assistance in Criminal Matters Act.

The National Fine Recovery Program is part of the Criminal Litigation and Organized Crime Directorate. A number of Regional Offices have a Fine Recovery Unit that maintains records of outstanding fines and initiates a collection process for overdue fines for tobacco smuggling, tobacco contraband and other tobacco-related fines, as well as other outstanding federal fines, such as those related to convictions for drugs, income tax and GST, fisheries, employment insurance, and contravention matters.

Regional Offices

The PPSC has 11 regional offices, and 5 sub-offices located across the country, all of which carry out the Director's responsibilities. All PPSC regional offices and sub-offices report to this Directorate.

Regulatory Litigation and Criminal Justice Directorate

The Regulatory Litigation and Criminal Justice Directorate is responsible for the prosecution of federal offences to protect the environment, natural resources, economic and social health. The Directorate provides prosecution related advice and litigation support to federal investigative agencies, and prosecutes federal offences. As well, it provides advice on and can prosecute complex capital market fraud cases.

The Regulatory Litigation and Criminal Justice Directorate is also responsible for the promotion of a fair and effective justice system that reflects Canadian values within a prosecutorial context. The Directorate contributes to the government priority of strengthening the criminal justice system across Canada and improving efficiency by providing legal training to police, and by promoting federal/provincial/territorial and international cooperation within the prosecution community on shared issues.

The Agent Affairs Unit, the Competition Law Section, the School for Prosecutors, the Ministerial and Strategic Services Division, the Communications Division and the Corporate Services Division form part of the Regulatory Litigation and Criminal Justice Directorate. As well, the Directorate

oversees PPSC participation on Integrated Market Enforcement Teams, as well as PPSC coordination of Supreme Court of Canada litigation. The principal units of the Directorate are described below.

Agent Affairs Unit

The Agent Affairs Unit provides functional direction to legal agents through the delivery and administration of the Agent Affairs Program. The Unit is a multi-disciplinary team of specialists responsible for developing, implementing, co-ordinating, promoting and monitoring the Program.

Competition Law Section

This Section consists of a group of specialized federal prosecutors who work with the Competition Bureau of Canada to provide advice and prosecute offences under the Competition Act.

Ministerial and Strategic Services Division

The Ministerial and Strategic Services Division provides operational support to the Director of Public Prosecutions and is the liaison to the Office of the Attorney General of Canada in the areas of Cabinet Affairs, Parliamentary Affairs, correspondence and briefings. The Division co-ordinates horizontal information sharing across the PPSC. The Access to Information and Privacy Office is also housed within this division.

Communications Division

The Communications Division is responsible for all PPSC communications activities, including media monitoring and analysis; media relations and liaison; strategic communications and outreach; and internal communications and publishing.

Corporate Services Division

Corporate Services provides the strategic vision and direction in the selection and planning of corporate initiatives to consolidate, streamline and modernize PPSC-wide business operations. It provides executive oversight in the creation and management of major corporate transformation initiatives. It also provides services and acts as the PPSC's Senior Financial Officer and advises the Director of Public Prosecutions on all matters concerning the effective allocation and utilization of financial and material resources. Corporate Services also directs the provision of services in areas legal risk management, strategic and business planning, governance, materiel management, contract management,

security, telecommunications, and capital projects. Corporate counsel for PPSC works within this Division and is responsible for issues such as conflict of interest, values and ethics and enforcement of policies regarding political activities and harassment.

Human Resources Directorate

The Human Resources Directorate is responsible for the development and delivery of all human resource related programs and strategic advice for the organization. Responsibilities include diversity and employment equity, official languages, awards and recognition, labour relations, and human resources planning and strategies.

Information Holdings

Program Records

The PPSC is Currently Setting up its Own Program Records System.

NewsDesk

Description: Provides access to up-to-date information regarding relevant news.

Topics: This database contains electronic clippings from several newspapers.

Program Record Number: PPSC COM 001

Standard Program Records

During the transition period, most of the standard program record banks are being managed by the Department of Justice. In the long term, a separate PPSC system will be put in place.

Particular Personal Information Banks

National Fine Recovery Program

Description: The bank contains information on individuals and corporations who are in default of federal fines ordered by the courts. It contains personal financial information on an individual or corporation supplied by the individual or corporation via a statement of offender. The bank also contains information regarding payments made towards unpaid fines as well as collection measures taken in individual files. The information bank includes the name, address, telephone number, date of birth, place of work, salary, dependents, marital status, and any assets and bank accounts numbers in relation to the offender

or corporation in order to assess the offender's or corporation's capacity to pay the fine.

Class of Individuals: Individuals and corporations who are in default of federal fines ordered by Canadian courts.

Purpose: The information in this bank is maintained by Fine Recovery officers to enforce payment of outstanding federal fines ordered by Canadian courts. The purpose of this information is to assess an individual's or corporation's capacity to pay an outstanding fine in accordance with the provisions of the Criminal Code as well as in conformity with each province's respective rules of civil procedure regarding garnishments, seizures of assets and legal hypothecs.

Consistent Uses: The information contained in this bank is used primarily by Fine Recovery officers to recover unpaid federal fines ordered against individuals or corporations. Information contained in the Statement of Offender or Statement of Corporation in Default may be disclosed in court during default hearings under section 734.7 of the Criminal Code, which consist of issuing a summons to an offender to attend court to explain why the fine remains unpaid. Personal information is sometimes shared in court in the presence of the offender to establish the offender's capacity to pay the fine.

Retention and Disposal Standards: Fines derived from federal prosecution files are considered a continuance of the initial prosecution. Information contained in Fine Recovery records are therefore retained for 30 years after which they are destroyed.

RDA Number: 88/002

Related PR#: PPSC OPS 005

TBS Registration: 006872

Bank Number: PPSC PPU 001

Prosecution of Young Offenders

Description: This bank contains information on prosecutions under the Criminal Code only in the Yukon, Nunavut, and Northwest Territories, and for infractions of other federal statutes throughout Canada. It includes briefs and pleadings at both trial and appeal stages, subpoenas and other writs, transcripts of evidence and related memoranda of law, summaries, statements, memoranda and correspondence.

Class of Individuals: Canadians and persons present in Canada who have been the subject of prosecution for an offence alleged to have been committed by a person between the ages of 12 and 18 at the time of the offence and dealt with in Youth Court.

Purpose: The material in this bank is used for the purpose of enforcing federal statutes.

Consistent Uses: The information is compiled from a number of sources, both Canadian and foreign.

Retention and Disposal Standards: Records are retained for varying periods depending on the circumstances then destroyed.

RDA Number: Under development.

Related PR#: PPSC OPS 010

TBS Registration: 003004

Bank Number: PPSC PPU 005

Standard Personal Information Banks

During the transition period, most of the standard personal information banks are being managed by the Department of Justice. In the long term, a separate PPSC system will be put in place.

Classes of Personal Information

Subject Files and Routine Correspondence

Some PPSC programs and activities result in the accumulation of personal information which is not contained in the personal information banks described above. This personal information is stored within subject files described as part of the PPSC's Information Holdings where records are not normally retrieved by the name of the individual or other personal identifier. This form of personal information consists of enquiries concerning particular matters, as well as requests for publications and reports. The information is normally retrievable only if specifics are provided concerning the subject matter. Retention of this form of personal information is controlled by the records schedules of the subject files in which the information is stored.

Manuals

Given that the PPSC is a new organization, it uses many of the manuals developed by the Department of Justice, including:

- Federal Prosecution Service Deskbook
- Access to Information and Privacy Administrative Procedures Manual
- Contracting for Services Manual
- Dispute Resolution Reference Guide
- Security Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provision of the Access to Information Act and the Privacy Act.

The headquarters of the PPSC is located in Ottawa. Additional information about the organization may be obtained from:

Communications Division
East Memorial Building
284 Wellington Street, 2nd Floor
Ottawa, Ontario K1A 0H8

Telephone: 613 957-6489

Internet: www.ppsc-sppc.gc.ca

Reading Room

A meeting room on the same floor as the Access to Information and Privacy Office has been designated as a public reading room in accordance with the Access to Information Act. The address is:

National Capital Region
East Memorial Building
284 Wellington Street, Room 2362
Ottawa, Ontario

Office of the Information Commissioner of Canada

Chapter 127

General Information

Background

The Office of the Information Commissioner was created in 1983 by the Access to Information Act. The purpose of this legislation is to provide a right of access to information in records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific and that decisions on the disclosure of government information should be reviewed independently of government.

Following approval of the appointment by resolution of the Senate and House of Commons, the Information Commissioner is appointed by the Governor in Council for a term of seven years. He may be removed by the Governor in Council at any time on address of the Senate and House of Commons.

Responsibilities

The Information Commissioner is an ombudsman appointed by Parliament to investigate complaints that the government has denied rights under the Access to Information Act – Canada's freedom of information legislation.

The Act provides government institutions with 30 days to respond to access requests. Extended time may be claimed if there are many records to examine, other government agencies to be consulted, or third parties to be notified. The requester must be notified of these extensions within the initial timeframe.

Of course, access rights are not absolute. They are subject to specific and limited exemptions, balancing freedom of information against individual privacy, commercial confidentiality, national security, and the frank communications needed for effective policy-making.

Such exemptions permit government agencies to withhold material, often prompting disputes between applicants and departments. Dissatisfied applicants may file a complaint with the Information Commissioner who will investigate it.

The Commissioner has strong investigative powers. These are real incentives to government institutions to adhere to the Act and respect applicants' rights.

Since he is an ombudsman, the Commissioner may not order a complaint resolved in a particular way. Thus, he relies on persuasion to solve disputes, asking for a Federal Court review only if he believes an individual has been improperly denied access and a negotiated solution has proved impossible.

The Information Commissioner must submit an Annual Report on the office activities to both Houses of Parliament. The Information Commissioner may also submit Special Reports on urgent or important topics.

Legislation

- Access to Information Act
- Access to Information Regulations

Organization

The Office is headed by the Information Commissioner who is supported by two Assistant Information Commissioners. There are three operational and administrative sectors: Complaints Resolution and Compliance; Legal Services; and Policy, Communications and Operations.

Complaints Resolution and Compliance

This sector is responsible for the investigation and dispute resolution of complaints made to the Information Commissioner under the Access to Information Act. It is also responsible for the review of broader systemic issues and of the compliance by government institutions with the statutory requirements and the general intent of the Act.

Legal Services

This sector provides strategic advice and guidance on the legal implications of any matter pertaining to the administration of access to information legislation. It also provides legal advice with respect to issues in current investigations of complaints and on the conduct of formal hearings held by the Commissioner. It represents the Information Commissioner before the Federal

Court of Canada, Federal Court of Appeal and the Supreme Court of Canada.

Policy, Communications and Operations

This sector is responsible for the policy, finance, logistic, information technology, administrative and information services in support of the Office of the Information Commissioner.

Information Holdings

Program Records

Access to Information and Privacy Policies

Description: Information on policies and procedures regarding the Access to Information Act and the Privacy Act.

Topics: Policy, procedures and report files; access to information and privacy information bank files; update to Info Source; liaison with other government departments; policies and procedures governing access to and release of information and the application of exemptions; statistics and activity reports. Format: Paper, computer database.

Program Record Number: OIC POL 110

Operations

Description: General information on the operations of the Office of the Information Commissioner.

Topics: Correspondence relating to the Access to Information and Privacy Acts, correspondence with departments, annual reports, special reports, report cards, extension notices, press releases, conferences, speeches and proactive disclosure.

Format: Paper, computer database.

Program Record Number: OIC OPE 3350

Legal Matters

Description: Information on specific issues related to litigation involving, or of interest to, the Office of the Information Commissioner. Information on the Office of the Information Commissioner's jurisdiction, administration of legal matters, legal opinions and decisions, practices and procedures.

Topics: Policy; general correspondence; opinions rendered by legal advisors; documents related to litigation; legal research reports; legal positions, litigation management and resolution processes; case summaries; court rulings.

Format: Paper, computer database.

Program Record Number: OIC LEG 8000

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Automated Document, Records, Information Management Systems

Budgets

Buildings

Buildings and Properties

Business Continuity Plans

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishing

Hospitality

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Vehicles

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrongdoing in the Workplace

Personnel Security Screening

Relocation

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Manuals

- Administrative Procedures Manual
- Investigator's Manual: "The Grids"
- Investigator Training Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Office of the Information Commissioner and its various programs and services may be directed to:

Office of the Information Commissioner

Place de Ville, Tower B

112 Kent Street, 22nd Floor

Ottawa, Ontario K1A 1H3

Telephone: 613-995-2410

Reading Room

In accordance with the Access to Information Act, an area in the Information Commissioner's Office at the premises listed below has been designated as a public reading room:

Place de Ville, Tower B

112 Kent Street, 22nd Floor

Ottawa, Ontario

Office of the Inspector General of the Canadian Security Intelligence Service

Chapter 128

General Information

Background

In July 1984, the Canadian Security Intelligence Service Act (CSIS Act) established the position of Inspector General, independent of CSIS, internal to the Government and reporting to the Minister of Public Safety.

The Inspector General, appointed by the Governor in Council, serves as the Minister's internal auditor for CSIS, supplementing the advice received from the Deputy Minister with an independent means of assurance that CSIS is complying with the law, ministerial direction and operational policy.

Responsibilities

The CSIS Act requires the Inspector General to monitor the compliance by CSIS with its operational policies; review the operational activities of CSIS, including such reviews as the Security Intelligence Review Committee (SIRC) may direct, and submit to the Minister certificates stating the extent to which the Inspector General is satisfied with each report submitted by the CSIS Director under section 33 of the CSIS Act. The certificates must also indicate whether any act or thing done by CSIS in the course of its operational activities during the period to which a report relates is, in the opinion of the Inspector General, not authorized by or under the CSIS Act, contravenes any directions issued by the Minister of Public Safety, or involves an unreasonable or unnecessary exercise by CSIS of any of its powers.

Legislation

- Canadian Security Intelligence Service Act

Organization

For administrative purposes, the Office of the Inspector General forms part of the Department of Public Safety Canada. The Office of the Inspector General consists of an Inspector General, an Assistant Inspector General, a Director of Research and Review Officers. The Office of the Inspector General develops and implements plans for monitoring and reviewing

CSIS operational activities; assists the Inspector General in undertaking specific reviews requested by the Minister of Public Safety or the Security Intelligence Review Committee; and advises the Inspector General respecting the review of CSIS operational programs.

Information Holdings

Program Records

Access to Information and Personal Information Requests

Description: Information concerning requests for access to the Office records under the Access to Information Act and the Privacy Act; replies to such requests and relevant information related to their processing. Information is used to process requests and for statistics purposes.

Topics: Miscellaneous subjects directly related to the Inspector General's statutory and executive functions.

Program Record Number: OIG AIP 005

CSIS Documents

Description: Documentation provided by CSIS relating to its operational activities and policies. This material is returned to CSIS when no longer required by the Inspector General for current reference purposes.

Topics: Miscellaneous subjects directly related to CSIS operations.

Access: By subject.

Format: Hard copy.

Program Record Number: OIG OPS 010

Policy, Standards and Operations

Description: Planning, descriptive and analytic material relating to the reviewing, monitoring and reporting responsibilities of the Inspector General; information respecting the administration of the Office of the Inspector General, including general correspondence, and final reports and recommendations, including the certificates of the Inspector General.

Topics: Miscellaneous subjects directly related to the Inspector General's statutory and executive functions.

Access: By subject.

Format: Hard copy.

Program Record Number: OIG OPS 005

Security Information

Description: Information concerning matters of national security required by the Inspector General for general reference purposes.

Topics: Miscellaneous subjects directly related to national security issues, interests and programs.

Access: By originator's title and subject.

Format: Hard copy.

Program Record Number: OIG OPS 015

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Business Continuity Plans

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

The Department of Public Safety Canada holds these records for the Office of the Inspector General of CSIS.

Particular Personal Information Banks

Applications for Employment

Description: This bank contains information on individuals who have submitted written applications for employment to the Office of the Inspector General. It contains letters, completed application forms, résumés, letters of reference and, normally, letters from the Office of the Inspector General acknowledging receipt of applications. Records are organized alphabetically, by surname.

Class of Individuals: Individuals who are interested in securing employment with the Office of the Inspector General.

Purpose: These records are used for reference when vacancies arise.

Consistent Uses: None.

Retention and Disposal Standards: These records are kept for a minimum of two years and then destroyed.

RDA Number: 98/005

Related PR#: OIG PRN 920

TBS Registration: 001900

Bank Number: OIG PPU 010

Records Access Request Bank

Description: This bank contains requests for information, responses to requests, and information relating to the processing of requests. It contains the name, address and telephone number of the person making the request, as well as other information provided in the request form. Requests are assigned numbers and organized by fiscal year.

Class of Individuals: Individuals who have submitted requests to the Office of the Inspector General.

Purpose: This bank enables the Office of the Inspector General to administer the Access to Information Act and the Privacy Act.

Consistent Uses: The information in this bank is used only for the purpose for which it was collected.

Retention and Disposal Standards: These records are kept for a minimum of two years and then destroyed.

RDA Number: 98/005

Related PR#: OIG AIP 005

TBS Registration: 001901

Bank Number: OIG PPU 015

Classes of Personal Information

The Inspector General does not administer a personal information collection program. However, while carrying out her official duties, she may incidentally accumulate personal information that is not contained in the information banks described in this entry. Such information exists in fragmentary form throughout the files maintained at the Office of the Inspector General. It relates to the performance of the Inspector General's statutory and executive functions. Some of this information, originally collected by CSIS, forms part of CSIS records and pertains to specific CSIS activities that are, from time to time, monitored or reviewed by the Inspector General. Other portions have been generated internally, by other government agencies or by the general public in the form of opinions and enquiries. This information is not intended to be used by the Office of the Inspector General for any administrative purpose affecting individuals. The information may include names, addresses or professions, and is normally retrievable only if specific subjects, events or dates are provided.

Manuals

- Reference Manual for Review Officers: Office of the Inspector General of CSIS, May 2004

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information respecting the Office of the Inspector General may be directed to:

The Office of the Inspector General of the
Canadian Security Intelligence Service
Department of Public Safety Canada
Sir Wilfrid Laurier Building
340 Laurier Avenue West, 11th Floor
Ottawa, Ontario K1A 0P8

Telephone: 613-990-2907

Reading Room

The reading room of the Department of Public Safety Canada has been designated as the reading room for the Office of the Inspector General of CSIS. The address is:

Sir Wilfrid Laurier Building
340 Laurier Avenue West, 1st Floor
Ottawa, Ontario

Office of the Ombudsman, National Defence and Canadian Forces

Chapter 129

General Information

Background

On June 15, 1998 the Office of the Ombudsman for National Defence and the Canadian Forces was established, as a place for employees and Canadian Forces members to turn for information and assistance. The Ombudsman's mandate was established by Ministerial Directives, updated on September 5, 2001.

The Office is part of the Department of National Defence and Canadian Forces, however, it operates independently from the management and chain of command of the Department of National Defence and Canadian Forces. The Minister of National Defence, under section 73 of the Access to Information Act and section 73 of the Privacy Act, has delegated his authority in respect of records maintained by the Office, to the Ombudsman. Requests for records are processed independently of the Department of National Defence Access to Information and Privacy Office. The Office of the Ombudsman deals directly with the Offices of the Information and Privacy Commissioners.

Responsibilities

The Ombudsman is designated under section 5 of the National Defence Act to act on the Minister's behalf, as a neutral and objective sounding board, mediator and reporter on matters related to the Department of National Defence and the Canadian Forces. The Ombudsman's Mandate is set out in Departmental Administrative Orders and Directives (DAOD) 5047-1 Ministerial Directives Respecting the Ombudsman for the Department of National Defence and the Canadian Forces, amended September 5, 2001.

The Ombudsman is a place to turn for information about existing channels of assistance and redress within the Department of National Defence and Canadian Forces. The Ministerial Directives give the Ombudsman the authority to investigate complaints where other mechanisms are not available. Findings and recommendations are addressed at the lowest level of authority that can take effective action. The Ombudsman

is independent of the Canadian Forces chain of command and departmental management, reporting directly to the Minister of National Defence.

Under the Mandate, the Ombudsman is required to submit an Annual Report to the Minister of National Defence, which is tabled in the House of Commons by the Minister of National Defence. The Ombudsman may also issue reports concerning any investigation or other matter within the mandate of the Ombudsman if it is in the public interest to do so.

Legislation

- Ministerial Directives Respecting the Ombudsman for the Department of National Defence and the Canadian Forces (Departmental Administrative Orders and Directives (DAOD) 5047-1)
- National Defence Act

Organization

Ombudsman

Appointed by the Governor in Council, the Ombudsman acts under authority delegated by the Minister of National Defence pursuant to Section 5 of the National Defence Act. The Ombudsman reports directly to the Minister of National Defence.

Director General, Operations

Reports to the Ombudsman. Overall responsibility for all policies, procedures and operations to implement and carry out the Ombudsman's mandate.

Directors, Investigations

Three directors report to the Director General, Operations. Each director is responsible for a team of investigators. Directors manage complaints, direct investigations, and prepare reports for the Ombudsman.

General Counsel

Reports to the Ombudsman. Responsible for legal advice and guidance on the Ombudsman's mandate and on other matters related to the

operation of the office and the handling of cases. Also fills role of Access to Information and Privacy Coordinator.

Director, Communications

Reports to the Ombudsman. Responsible for providing strategic advice and direction on communications to the Ombudsman. Manages all internal and external communications and the creation of communications and outreach products.

Comptroller

Reports to the Ombudsman. Responsible for finance and resources management of the Ombudsman's office including preparation of business plans, budgets, financial forecasts, reports and financial analysis. Also responsible for office security.

Information Holdings

Program Records

Operations

Description: Information on aspects of the operation of the Ombudsman's office, including records on the development of the Ombudsman's mandate, and policy and procedures in carrying out the mandate that are not included in Standard Program Records.

Topics: Development and negotiation of the Ministerial Directives; policies and procedures concerning the carrying out of the Ministerial Directives; assessment of the functioning and evolution of the Ministerial Directives.

Program Record Number: NDCFO OPE 010

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Physical Security

Particular Personal Information Banks

Ombudsman Complaint and Investigation Files

Description: Records in this bank consist of information about complainants and other individuals involved in investigations. (Not all complaints result in investigations, and some investigations are initiated by the Minister or the

Ombudsman.) The files consist of: intake forms, correspondence and records of interviews with complainants and other individuals; material given to the Ombudsman staff by the complainant, DND/CF personnel, and other persons in the course of investigations; waiver and consent forms signed by complainants and other individuals; activity logs, memoranda, findings and recommendations.

Class of Individuals: This bank applies to members and former members of the CF and Cadets; applicants to the CF; employees and former employees of DND; employees or former employees of the Staff of non-Public Funds, CF; members of the immediate family of the above; and members of foreign armed forces serving, attached or seconded to the CF.

Purpose: The purpose of this bank is to collect information to assess complaints, initiate investigations, review evidence and produce findings and recommendations.

Consistent Uses: Information is used to identify and substantiate systemic problems, and contribute to improvements in the welfare of the DND and CF community. It can also be used for research and statistical purposes. Where evidence of a criminal act or breach of the Code of Service Discipline is found during an investigation, the Ombudsman may report the matter to the Provost Marshal or appropriate civilian police authority.

Retention and Disposal Standards: Documents will be kept for a minimum of 5 years. Retention and Disposal standards are currently being reviewed by Library Archives Canada.

RDA Number: Under development.

Related PR#: NDCFO OPE 010

TBS Registration: 005158

Bank Number: NDCFO PPU 010

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Manuals

The Ombudsman's Office uses the same administrative and procedural manuals as DND. The Ombudsman's Office is in the process of developing a policy and procedures manual for carrying out its mandate.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Office of the Ombudsman, National Defence and Canadian Forces may be directed to:

Office of the Ombudsman, National Defence and Canadian Forces

Urbandale Building

100 Metcalfe Street, 12th Floor

Ottawa, Ontario K1P 5M1

Telephone: 613-992-0787 (General Enquiries)

Telephone: 613-992-6962 (Media Enquiries)

Toll-Free: 1-888-828-3626

Facsimile: 613-992-3167

Internet: <http://ombudsman.mil.ca/index-eng.asp>

Reading Room

In accordance with the Access to Information Act, an area in the Office of the Ombudsman has been designated as a public reading room. The address is:

Ombudsman National Defence and Canadian

Forces Urbandale Building

100 Metcalfe Street, 12th Floor

Ottawa, Ontario

Office of the Privacy Commissioner of Canada

Chapter 130

General Information

Background

The Office of the Privacy Commissioner of Canada (OPC) was created when the Privacy Act came into force on July 1, 1983 and expanded the privacy protection afforded individuals that was formerly contained in Part IV of the Canadian Human Rights Act.

The role of the OPC was expanded with the April 13, 2000 Royal Assent of the Personal Information Protection and Electronic Documents Act.

The mission of the OPC is to protect and promote the privacy rights of individuals.

Responsibilities

The Privacy Commissioner of Canada is an Officer of Parliament who reports directly to the House of Commons and the Senate, and who works independently from any other part of the government. The Commissioner is an advocate for the privacy rights of Canadians and, in conjunction with conducting investigations and audits, she undertakes research into privacy issues, and promotes public awareness and understanding of privacy issues.

The OPC is responsible for overseeing federal government compliance with the Privacy Act. This is achieved through the investigation of complaints filed by individuals concerning the handling of their personal information held by government institutions that are subject to the Act and by conducting audits with respect to information held by those institutions.

Under Part I of the Personal Information Protection and Electronic Documents Act (PIPEDA), the Privacy Commissioner oversees its compliance by investigating complaints filed by individuals concerning the handling of their personal information held by private sector entities that are subject to the Act and by conducting audits with respect to information held by those entities. The Commissioner may investigate all complaints under Section 11 of PIPEDA except in the provinces that have adopted substantially similar privacy legislation, namely Québec, British Columbia, and Alberta. Ontario falls into this category with respect

to personal health information held by health information custodians under its health sector privacy law. However, even in those provinces with substantially similar legislation, and elsewhere in Canada, PIPEDA continues to apply to personal information collected, used or disclosed by all federal works, undertakings and businesses, including personal information about their employees. PIPEDA also applies to all personal data that flows across provincial or national borders, in the course of commercial transactions involving organizations subject to the Act or to substantially similar legislation.

Legislation

- Personal Information Protection and Electronic Documents Act (Part I)
- Privacy Act

Organization

The Office is headed by the Privacy Commissioner who is supported by an Assistant Privacy Commissioner. There are seven operational and administrative branches: Investigations and Inquiries, Audit and Review, Research and Analysis, Public Education and Communications, Legal Services and Policy, Human Resources Management, and Corporate Services.

Investigations and Inquiries

The Investigations and Inquiries Branch investigates complaints received from individuals under Section 29 of the Privacy Act and Section 11 of the Personal Information Protection and Electronic Documents Act (PIPEDA) which may include allegations of the mismanagement of personal information but which are different from incident investigations. The Branch also investigates incidents that are different from individual complaints and not filed under those provisions. These incidents come to the Branch's attention through various sources, including federal government institutions subject to the Privacy Act and entities subject to PIPEDA. The Branch also examines these occurrences in an effort to assist federal government institutions (Privacy Act) and organizations (PIPEDA) in ensuring that such incidents do not recur. The Branch is headed by a Director General.

Audit and Review

The Audit and Review Branch audits organizations to assess their compliance with the requirements set out in the two federal privacy laws. The Branch also analyses and provides recommendations on privacy impact assessment reports (PIAs) submitted to the OPC pursuant to the Treasury Board Secretariat Policy on PIAs. The Branch is headed by an Acting Director General.

Research and Analysis

The Research and Analysis Branch is responsible for researching privacy and technology issues to support policy development, investigation and audit, and the public education program. The Branch administers the research program, which was launched in 2004 to support research into, and the promotion of, the protection of personal information. The Branch supports international outreach activities and stakeholder engagement activities. The Branch is headed by the Assistant Commissioner.

Public Education and Communications

The Public Education and Communications Branch focuses on providing strategic advice and support for communications and public education activities for the OPC. In addition, the Branch plans and implements public education and communications activities through media monitoring and analysis, public opinion polling, media relations, publications, special events and the OPC Web site. The Branch is headed by an Acting Director.

Legal Services and Policy

The Legal Services and Policy Branch provides strategic legal and policy expertise to the OPC on emerging privacy issues in Canada and internationally. It represents the OPC in litigation before the courts and provides advice to the Commissioners on the interpretation and application of the Privacy Act and IPEDA. The Branch provides expert legal support to the operational Branches of OPC, including Inquiries and Investigations, and Audit and Review, as well as general legal counsel on a variety of corporate matters. It is responsible for monitoring legislative and government program initiatives, analyzing them and advising the Commissioners on appropriate policy positions to protect and advance privacy rights in Canada. The Branch is headed by General Counsel.

Human Resources Management

Human Resources Management is responsible for the provision of strategic advice, management and delivery of comprehensive human resource management programs in areas such as staffing, classification, staff relations, human resource planning, learning and development, employment equity, official languages and compensation. The Branch is headed by a Director.

Corporate Services

The Corporate Services Branch provides advice and integrated administrative services such as corporate planning, resource management, financial management, information management/technology and general administration to managers and staff. The Branch is headed by a Director General/Chief Financial Officer.

Information Holdings

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Access to Information and Privacy Requests

Administration

Administration and Management Services

Audits

Automated Document, Records, Information Management Systems

Business Continuity Plans (BCP)

Budgets

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances
Official Languages
Pensions and Insurance
Personnel
Physical Security
Proactive Disclosure
Procurement
Relocation
Salaries and Wages
Staff Relations
Training and Development
Travel
Vehicles

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests
Automated Document, Records, Information Management Systems
Business Continuity Plans (BCP)
Electronic Network Monitoring Logs
Hospitality
Internal Disclosure of Wrong Doing in the Work-Place
Personnel Security Screening
Relocation
Security Video Surveillance & Temporary Visitor Access Control Logs & Building Passes
Travel

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Office of the Privacy Commissioner of Canada and its different publications may be obtained through its website at www.privcom.gc.ca or by contacting:

The Office of the Privacy Commissioner of Canada
Public Education and Communications Branch
112 Kent Street
Ottawa, Ontario K4C 1A9

Telephone: 613-995-8210
Other Telephone: 1-800-282-1376
Internet: www.privcom.gc.ca

Reading Room

In accordance with the Access to Information Act, an area of the OPC at the premises listed below has been designated as a public reading room:

The Office of the Privacy Commissioner of Canada
112 Kent Street, 2nd Floor Library
Ottawa, Ontario

Office of the Registrar of Lobbyists

Chapter 131

General Information

Background

On February 6th 2006, the Office of the Registrar of Lobbyists (ORL) was transferred from Industry Canada to the Treasury Board portfolio as an independent federal government department for purposes of the Financial Administration Act.

Bill C-2, the Federal Accountability Act (FedAA), which amends numerous statutes including the Lobbyists Registration Act (LRA), received Royal Assent on December 12, 2006. Once the relevant portions of the FedAA come into force, the LRA will be renamed the Lobbying Act and the position of Commissioner of Lobbying will be created. In addition to reporting directly to Parliament, the Commissioner will have an education mandate and increased powers of investigation. Among other significant changes, the Lobbying Act will impose a five-year ban on lobbying by former designated public office holders and a complete ban on the payment of any contingency fees to lobbyists.

Responsibilities

The Office of the Registrar of Lobbyists is responsible for establishing and maintaining the Registry of Lobbyists. The Registry lists the information on all registered lobbyists, as well as their activities, as required under the Act. The Registrar issues advisory opinions and interpretation bulletins pertaining to the Act. The Registrar also has responsibility for the development of the Lobbyists' Code of Conduct and for overseeing compliance with the Code. These responsibilities include the authority to investigate and issue reports on alleged breaches of the Code of Conduct, which are required to be tabled before Parliament. The Registrar's responsibilities will be transferred to the Commissioner, once the position is created.

Legislation

- The Lobbyists Registration Act (LRA), R.S. 1985, c. 44 (4th Supp.), which came into force on September 30, 1989

- Bill C-4, (Ethics Commissioner and Senate Ethics Officer) which came into force on May 17, 2004, and Bill C-15, amending the LRA, which came into force on June 20, 2005
- Bill C-2, the Federal Accountability Act, S.C. 2006, c. 9, amending the Lobbyists Registration Act and other statutes, received Royal Assent on December 12, 2006. The Lobbyists Registration Act will be amended and re-named the Lobbying Act, which will come into force simultaneously with its new Regulations

Organization

The Office of the Registrar of Lobbyists (ORL) has a complement of 21 people grouped around 3 core functions.

Administration (ADM)

The Administration function includes the general administration of the office, budgeting, facilities management and security.

Operations (OPS)

The Operations function includes the day-to-day operations of the Public Registry, accepting applications from registrants, registering lobbyists, communications, publications and responding to access to information and privacy requests.

Investigations (INVS)

The Investigations function includes reviews and investigations of alleged breaches of the Act and the Lobbyists' Code of Conduct, as well as policy development and the development of interpretation bulletins and advisory opinions.

Information Holdings

Program Records

Advisory Opinions and Interpretation Bulletins

Description: Official information provided by the Registrar of Lobbyists to help registrants understand the application of the Act and/or the Lobbyists' Code of Conduct.

Topics: Registration of lobbyists, legislation, regulations, policies, procedures, administration and studies.

Access: Files arranged by subject.

Format: Electronic and hard copy.

Program Record Number: ORL OPS 010

Annual Reports and Other Reports

Description: Annual reports submitted to Parliament concerning the administration of the Act, the Lobbyists' Code of Conduct, the Official Languages Act and the Access to Information and Privacy Acts. Other reports may be submitted to Parliament following the investigation of alleged breaches under the Code of Conduct.

Topics: Registration statistics, information systems, activities, legislation, regulations, policies, procedures, administration, studies, administrative reviews and investigations.

Access: Files arranged by the name of the report and year of publication.

Format: Electronic and hard copy.

Program Record Number: ORL OPS 015

Guides to Registration

Description: Information for registrants and lobbyists concerning the procedures to follow with respect to the registration of lobbyists.

Topics: Registration of lobbyists, information systems, forms, legislation, regulations, policies, procedures and administration.

Access: Files arranged by type of lobbyist.

Format: Electronic and hard copy.

Program Record Number: ORL OPS 020

Lobbyists' Code of Conduct

Description: Information concerning the set of ethical rules governing lobbyists.

Topics: Integrity and honesty, openness, professionalism, transparency, confidentiality and conflict of interest.

Access: Files arranged by subject.

Format: Electronic and hard copy.

Program Record Number: ORL OPS 025

Lobbyists Registration

Description: Information concerning the registration of lobbyists.

Topics: Registration of lobbyists, information systems, forms, legislation, regulation, policies and procedures, administration and studies.

Access: Files arranged by subject.

Format: Electronic and hard copy.

Program Record Number: ORL OPS 005

National and International Issues

Description: Information concerning Canadian and international lobbying registration regimes and lobbying issues.

Topics: Provincial lobbying regimes, international lobbying regimes, disclosure requirements, best

practices, ethics, conflict of interest and other related issues.

Access: Arranged by subject.

Format: Electronic and hard copy.

Program Record Number: ORL OPS 030

Policies, Standards, Practices and Operations

Description: Planning, descriptive and analytical material pertaining to reviewing, monitoring and reporting responsibilities of the Registrar of Lobbyists; information concerning the daily administration of the ORL, including records of decisions, reports and committee recommendations.

Topics: Miscellaneous subjects directly related to the Registrar of Lobbyists statutory and executive functions.

Access: By subject.

Format: Electronic and hard copy.

Program Record Number: ORL INVS 035

Regulations on the Registration of Lobbyists

Description: Regulations affecting the filing of disclosures and returns with respect to the registration of lobbyists.

Topics: Deadline dates for filing returns, content of returns, completion or termination of undertakings, changes to the information provided in returns, disclosures, amendments, changes, terminations and clarification of information.

Access: Arranged by subject.

Format: Electronic and hard copy.

Program Record Number: ORL OPS 035

Reviews and Investigations

Description: Information concerning reviews and investigations of alleged breaches of the Lobbyists' Code of Conduct and/or the Act.

Topics: Disclosure requirements, transparency, integrity, honesty, conflict of interest, administrative reviews, investigations and other issues.

Access: Arranged alphabetically by name of registrant or lobbyist.

Format: Electronic and hard copy.

Program Record Number: ORL INVS 040

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Automated Document, Records and Information Management Systems

Budgets

Building and Property

Classification of Positions

Cooperation and Liaison

Electronic Network Monitoring Logs

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Hospitality

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Physical Security

Procurement

Relocation

Salary and Wages

Training and Development

Travel

Utilities

Particular Personal Information Banks

Registry of Lobbyists

Description: The database contains the names of registrants and individuals carrying out lobbying activities, as well as the names, business addresses, business e-mail addresses and telephone numbers of their firms (Consultant lobbyists), and employers (In-house Corporation and Organization lobbyists). It also contains the names of the government institution(s) they are communicating with, as well as the subject matter of the undertakings they are required to report

under the Act and the Lobbyists Registration Regulations. In the case of former public office holders, the database contains information related to past positions they occupied within the federal government. The Registry will be modified in accordance with the Lobbying Act, to accommodate and include prescribed information regarding lobbyists' communications with designated public office holders. Additionally, it will include information regarding the five-year restriction on lobbying by former designated public office holders, as well as effective dates, exemptions and any other relevant data.

Class of Individuals: Registrants, lobbyists, clients, employers, the media and the public.

Purpose: The information is collected for publication on the Internet pursuant to the reporting requirements of the Act and Regulations.

Consistent Uses: The information submitted pursuant to the Act and Regulations is maintained in an electronic database accessible to the public on the ORL's website. The data submitted by registrants are subject to review and verification and may be audited for accuracy. The ORL also has administrative paper files on each registration, containing the signed electronic agreements of registrants and other transactional documents.

Retention and Disposal Standards: Personal information to be retained for a minimum of two years. Destruction of records through pending agreement with National Archives of Canada.

RDA Number: Under development.

Related PR#: ORL OPS 005

TBS Registration: 002708

Bank Number: ORL PPU 039

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Electronic Network Monitoring Logs

Hospitality

Relocation

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Classes of Personal Information: N/A

Manuals

- Administrative Review Process and Investigation Process Manual 2006
- Client Registration Manual (Previous system, to June 20, 2005)
- Lobbyists Registration System (LRS) Manual (Previous System, to June 20, 2005)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For more information, please contact:

Office of the Registrar of Lobbyists, Operations
Directorate
255 Albert Street, 10th Floor
Ottawa, Ontario K1A 0R5

Telephone: 613-957-2760

Facsimile: 613-957-3078

Reading Room

In accordance with the Access to Information Act, the ORL provides a public reading room located at:

255 Albert Street, 10th Floor,
Ottawa, Ontario

Office of the Superintendent of Financial Institutions Canada

Chapter 132

General Information

Background

The Office of the Superintendent of Financial Institutions (OSFI) was established in 1987 by the Office of the Superintendent of Financial Institutions Act. OSFI is divided into a Supervision Sector, a Regulation Sector, a Corporate Services Sector, and the Office of the Chief Actuary.

Responsibilities

OSFI is responsible for regulating and supervising all banks in Canada and all federally incorporated or registered trust and loan companies, cooperative credit associations, life insurance companies, fraternal benefit societies, and property and casualty insurance companies. It also regulates and supervises federally regulated private (employer-sponsored) pension plans that are subject to the Pension Benefits Standards Act, 1985. Through the Office of the Chief Actuary, OSFI provides a range of actuarial services, under legislation, to the Canada Pension Plan (CPP) and some federal government departments, including the provision of expert and timely advice in the form of reports tabled in Parliament.

Legislation

- Bank Act
- Cooperative Credit Associations Act
- Green Shield Canada Act
- Insurance Companies Act
- Office of the Superintendent of Financial Institutions Act
- Pension Benefits Standards Act, 1985
- Trust and Loan Companies Act

Organization

Corporate Services Sector

This Sector is divided into four divisions: Communications and Public Affairs; Finance and Informatics Services; Human Resources and Administration, which includes office management,

technical services, contracting and regulatory information; and Project and Operational Support.

Corporate Services supplies high-quality internal governance and related reporting, and the resources and infrastructure necessary to support supervisory and regulatory activities.

Regulation Sector

This Sector has seven divisions that develop regulatory policy and guidelines, prepare recommendations with respect to applications for regulatory consents under the legislation, develop rulings that set precedents, and draft technical aspects of financial sector legislation. The Sector also coordinates OSFI's relations with other regulators and supervisors and works with a number of domestic and international organizations that deal with financial stability issues. The Sector also provides legal support to OSFI and supervises all federally regulated pension plans.

Actuarial Division

This Division ensures that appropriate actuarial knowledge, advice, and standards are applied to OSFI's regulatory and supervisory functions.

The Division assists in the formation of policy and the preparation of guidance on actuarial and insurance issues. It works closely with the Capital, Accounting and Research Division with respect to insurance industry matters. It also works closely with the Actuarial Standards Board and the Canadian Institute of Actuaries to ensure that appropriate actuarial standards are in place.

The Division also provides support to the Supervision Sector in the supervision and examination of federally regulated insurers. It also specifies requirements for and reviews the content of several actuarial reports prepared by insurers' appointed actuaries.

Capital, Accounting and Research Division (CARD)

The Division develops capital standards for domestic financial institutions, contributes to the development of sound international capital standards, approves capital precedents, provides specialist support on capital issues to the supervisory and regulatory functions, and promotes

understanding of capital requirements by OSFI staff and external stakeholders.

In addition, the Accounting Policy unit within CARD is responsible for the identification of accounting, auditing and external reporting policy changes that impact federally regulated financial institutions. Accounting Policy ensures that OSFI's prudential regime captures appropriate information to meet its mandate and is consistent with OSFI's reliance framework. The unit also supports OSFI's risk assessment and intervention, rule making, and approvals functions by providing expertise as issues arise and training is required.

The Division also performs research and analyzes industry-wide, sectoral and company-specific issues.

Compliance Division

The Division evaluates the effectiveness of the compliance functions of financial institutions supervised by OSFI, with due regard to emerging risks. It also acts as OSFI's liaison with other agencies on financial crime-related matters, and conducts assessments of financial institutions' anti-money laundering and anti-terrorism financing procedures, and works closely with the Supervision Sector and the Financial Transactions and Reports Analysis Centre of Canada (FINTRAC), Canada's financial intelligence unit.

International Advisory Group (IAG)

The International Advisory Group provides technical assistance to countries seeking to strengthen their supervisory and regulatory practices. This Group works primarily with supervisors in the Caribbean, Africa, Asia and Latin America. IAG's responsibilities are to develop, implement and administer technical assistance programs, including hands-on advice and training, seminars and workshops.

Legal Services Division

This Division provides or obtains all legal advice and legal services required by OSFI, including interpretation of statutes, regulations, and other legal instruments and preparation of draft legislation and regulations, contracts and legal documents. It also provides advice on policy development and lends support to litigators acting on behalf of OSFI. The Division processes requests made to OSFI under the access to information and privacy legislation.

Legislation and Approvals Division

This Division has three principal areas of responsibility.

It contributes to the development of legislation and regulations that maintain or strengthen public confidence while recognizing the need for financial institutions to compete.

It prepares recommendations related to applications made by financial institutions for regulatory consents under the legislation and provides rulings and interpretations pertaining to legislation, regulations and OSFI guidelines.

It works with supervisory agencies in other jurisdictions to enhance ongoing cooperation and appropriate information exchange.

Private Pension Plans Division

This Division is responsible for supervising private pension plans that fall under federal jurisdiction. These include pension plans for some federal Crown corporations, banks, companies involved in interprovincial and/or international transportation, and communications companies, among others. The mandate of the Division is to protect the rights and interests of plan members by determining whether pension plans are in sound financial condition and in compliance with the requirements of legislation and OSFI policies and guidelines. The Division relies on plan administrators for good governance and prudent management of the pension plans for which they are responsible. In addition, the Division intervenes, when necessary, to ensure that appropriate corrective actions are taken.

Supervision Sector

This Sector supervises all federally regulated financial institutions. The Supervision Sector is responsible for overseeing the overall safety and soundness of the institutions by: analysing risks and identifying trends and practices within the financial services industry; developing a supervisory plan for each federally regulated financial institution that includes examining and monitoring the financial condition and effectiveness of oversight and control of those entities; and making recommendations and following up on corrective action, consistent with OSFI's early intervention mandate.

Basel Implementation Division

This Division is responsible for monitoring the implementation of the Basel II Capital Accord by Canadian financial institutions to which it applies.

Financial Conglomerates Group

This Group supervises federally regulated conglomerate deposit-taking institutions and conglomerate insurance companies, including all the federally regulated entities in each conglomerate. The responsibility for each conglomerate is assigned to a Relationship Manager, who carries out the supervisory work with a team of supervisors.

Financial Institutions Group (FIG)

This Group supervises non-conglomerate deposit-taking institutions and insurance companies. It is divided into two sections. One focuses on deposit-taking institutions (Schedule II Banks and trust and loan companies) and one supervises companies in the insurance industry.

Supervision Support Group

The Supervision Support Group is divided into four divisions.

Capital Markets Risk Assessment Services

This Division evaluates the risk management practices used by financial institutions to measure and monitor capital market-related risks, approves the use of capital market-related internal Value at Risk (VaR) models, conducts ongoing research into capital market-related risk issues and promotes understanding of capital markets' operations by supervisory and regulatory staff.

Credit Risk Department

This Division carries out monitoring, on-site and early intervention activities at financial institutions, with respect to credit risk and risk management practices.

Monitoring and Analytics Support Division

This Division is responsible for providing key metrics, including peer benchmarking, to support Relationship Managers in their monitoring activities. In addition, the Division is responsible for monitoring the health of the deposit-taking, life and property and casualty industries to identify emerging issues, trends and risks in these industries.

This Division is also responsible for managing the Supervision Sector's financial data needs for the monitoring of capital, credit, market, operational and insurance risks for federally regulated financial institutions. In addition, the Division acts as the liaison between OSFI, other government agencies and industry associations for the collection of this data.

Operational Risk and Capital Assessment Services

The mandate of the Division is to support the Supervision Sector in technology and operational risk assessment. The Division conducts on-site supervisory reviews including information technology governance; development, deployment and management of technology in business operations; and disaster recovery and business continuity planning.

Regulatory and Supervisory Practices

This Division develops and recommends effective regulatory and supervisory practices and assists in the implementation of approved practices. The Division is committed to ensuring that OSFI practices are up-to-date, effective and adjusted on a timely basis to reflect developments in Canada and internationally.

Audit and Consulting Services

This Division reports directly to the Superintendent and provides internal audit and consulting services to the Office. It provides independent objective assessments, information, and solution-oriented advice to help OSFI divisions to achieve their business objectives efficiently and effectively to fulfill OSFI's mandate.

Office of the Chief Actuary

The Chief Actuary and his staff provide a range of actuarial services and advice to the Government of Canada in respect of the Canada Pension Plan; the Old Age Security program; and federal public sector pension and insurance programs. In accordance with the Public Pensions Reporting Act and the Canada Pension Plan, this office prepares statutory actuarial reports on these programs for tabling in Parliament. The Office of the Chief Actuary (OCA) also provides actuarial information to government departments to assist in designing, funding and administering these programs. Beginning in 2001, OCA became responsible for undertaking the annual actuarial review of the Canada Student Loans Program.

Information Holdings

Program Records

Actuarial Services Provided to Other Departments – Government Insurance and Pension Plans

Description: Records related to actuarial valuations and cost estimates of government insurance and pension plans, including related data banks and software.

Topics: Canada Pension Plan; Public Service Superannuation Act; reciprocal transfer agreements; Supplementary Retirement Benefits Act; Canadian Forces Superannuation Act; RCMP Superannuation Act; RCMP (dependants) pension fund; Members of Parliament Retirement Allowance Act; Judges Act; Veterans Insurance Act; Returned Soldiers Insurance Act; Public Service Health and Dental Care Plan, and miscellaneous requests for actuarial calculations.

Program Record Number: SFI IAP 015

Applications for Employment

Description: Records related to applications from individuals seeking employment with OSFI.

Topics: The files include completed application forms, letters and curricula vitae of persons seeking employment with OSFI.

Access: Files arranged by name.

Program Record Number: SFI ERF 001

Corporate Policy

Description: Records related to the development of legislative and regulatory policy; correspondence with departments in other jurisdictions, industry associations and professional bodies regarding, among other matters, standards to prevent money laundering and terrorism financing; industry-wide financial analysis and research, supervisory methodology and professional development; communications and public affairs including ministerial correspondence.

Topics: Acts listed under “Legislation”; accounting and other industry-wide studies; reciprocity with, and supervisory practices of, other jurisdictions; international financial and monetary systems; nation risks and exposures.

Access: Files arranged by Act, name, jurisdiction, industry association or subject matter.

Program Record Number: SFI RPP 001

Financial Institutions Deposit-Taking Institutions

Description: Information on incorporation and registration, financial statements, reports required

by legislation or guidelines, financial analysis and examination of financial institutions, exchanges of correspondence with financial institutions and with other jurisdictions, complaints and enquiries, and related data banks and software.

Topics: Chartered banks; trust companies; loan companies; cooperative credit societies.

Access: Files arranged by financial institution name.

Program Record Number: SFI DTI 005

Financial Institutions Insurance and Pensions

Description: Information on incorporation and registration, financial statements, financial analysis and examination of financial institutions, exchanges of correspondence with financial institutions and with other jurisdictions, complaints and enquiries, and related data banks and software.

Topics: Insurance companies and fraternal benefit societies.

Access: Files arranged by financial institution name.

Program Record Number: SFI IAP 007

Pension Plans Subject to the Pension Benefits Standards Act, 1985

Description: Records related to registration of plans, correspondence regarding annual information returns, funding and examination of plans, liaison with provincial authorities, enquiries regarding plans, and related valuation data bank and software.

Topics: Private pension plans subject to Pension Benefits Standards Act, 1985.

Access: Files arranged by employer name.

Program Record Number: SFI IAP 010

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Account and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Automated Document, Records, Information Management Systems

Budgets

Buildings and Properties

Business Continuity Plans (BCP)
 Classification of Positions
 Employment and Staffing
 Equipment and Supplies
 Finance
 Furniture and Furnishings
 Hospitality
 Human Resources
 Information Technology Services
 Occupational Health, Safety and Welfare
 Office Appliances
 Official Languages
 Pensions and Insurance
 Personnel
 Physical Security
 Proactive Disclosure
 Procurement
 Relocation
 Salaries and Wages
 Staff Relations
 Training and Development
 Travel
 Utilities

Particular Personal Information Banks

Applications for Employment

Description: This bank serves to maintain an inventory of applications from individuals requesting employment with OSFI. The files include completed application forms, letters and curricula vitae of persons seeking employment with OSFI.

Class of Individuals: Individuals seeking employment with OSFI.

Purpose: The bank is used to review applications of individuals requesting employment with OSFI when positions become available.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for two years and then destroyed.

RDA Number: 98/005

Related PR#: SFI ERF 001

TBS Registration: 001685

Bank Number: SFI PPU 010

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Bank and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning (BCP)

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Personnel Security Screening

Relocation

Security Video Surveillance & Temporary Visitor

Access Control Logs & Building Passes

Travel

Classes of Personal Information

Virtually all records held by OSFI consist of information relating to supervised financial institutions and pension plans. Some personal information may also be accumulated by OSFI in the course of conducting its supervisory function, such as information on names and functions of various company officials, information on individuals seeking to incorporate a new financial institution that would be supervised by OSFI, or information about a policyholder or depositor with a complaint against a supervised financial institution. Such personal information is stored as part of the general subject files where records are not retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the financial institution, the individual, and the particular circumstances involved. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Manuals

- Access to Information
- Communications
- Contracting Policy
- Multiculturalism Policy
- Official Languages
- Personal Information

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Request for further information about OSFI and its various programs and functions may be directed to:

Access to Information Coordinator

Office of the Superintendent of Financial
Institutions

255 Albert Street

Ottawa, Ontario K1A 0H2

Telephone: 613-990-7495

Facsimile: 613-952-5031

E-mail: extcomm@osfi-bsif.gc.ca

Internet: www.osfi-bsif.gc.ca

Reading Room

In accordance with the Access to Information Act, OSFI's Room Kennet has been designated as a public reading room. It is located at:

255 Albert Street, 16th Floor

Ottawa, Ontario

Old Port of Montreal Corporation Inc

Chapter 133

The annual update for this institution was not received for inclusion in the 2007–2008 version of this Info Source publication. The following is from the 2006–2007 version of Info Source.

General Information

Background

The Old Port of Montreal Corporation was created by the Government of Canada with the mandate of developing, and promoting the development of, the Old Port of Montreal's territory, and of administering and managing Crown Property.

Responsibilities

The Corporation's mission is to manage, develop, and hold activities on an urban recreational, tourist, and cultural site and a centre for entertainment and discovery.

Legislation

- Canada Business Corporations Act

Additional Information

Please note: Requests made to the Old Port of Montreal Corporation under the Access to Information Act must be accompanied by a \$5.00 cheque or money order made payable to the Old Port of Montreal Corporation.

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Mrs. Claude Benoit
Access to Information and Privacy Coordinator
333 de la Commune Street West
Montreal, Quebec H2Y 2E2

Telephone: 514-283-8219

Facsimile: 514-496-4033

Email: cbenoit@oldportofmontreal.com

Reading Room

In accordance with the Access to Information Act, the Old Port of Montreal Corporation has designated a reading room located at:

333 de la Commune Street West
Montreal, Quebec

Pacific Pilotage Authority Canada

Chapter 134

General Information

Background

As a result of recommendations made by a Royal Commission on Pilotage in Canada, the Pilotage Act was assented to by Her Majesty and the Governor in Council and proclaimed in force February 1, 1972.

The Pilotage Act created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities – Atlantic, Laurentian, Great Lakes and Pacific are Crown corporations, responsible to Parliament through the Minister of Transport.

Pacific Pilotage Authority was incorporated pursuant to the Pilotage Act on February, 1972 as a Crown corporation under Schedule III, Part I of the Financial Administration Act.

The Pacific Pilotage Authority is in general governed by the following: Canada Shipping Act; Pilotage Act; General Pilotage Regulations; Pacific Pilotage Regulations; Authority by-laws.

Responsibilities

The role of the Authority is to establish, operate, maintain and administer in the interest of safety, an efficient and economical pilotage service within all coastal waters of British Columbia and the Fraser River. As a further goal, the Authority prescribes tariffs of pilotage charges that are fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

The Pacific Pilotage Authority consists of a chairman, and six members appointed by the Governor in Council.

The Authority's head office is located in Vancouver, British Columbia. All management services – administrative, personnel, financial, contracts, purchasing, etc. – are provided by the Vancouver office.

Legislation

- Canada Shipping Act, RSC, 1985, c. S-9
- General Pilotage Regulations

- Pacific Pilotage Regulations
- Pilotage Act, RSC, 1985, c. P-14

Organization

Administration Branch

This Branch provides administrative and financial services as required to operate within accepted corporate business procedures.

Operations Branch

This Branch provides pilotage service by assignment, and to dispatch qualified pilots to ships navigating within the boundaries of the Pacific Pilotage Authority.

Information Holdings

Program Records

Pilotage Services

Description: Information on the provision of pilotage services within the Pacific Region.

Topics: Dispatching records; pilotage licences; tariff charges; assignment of pilots to vessels; collective agreements; international shipping affairs.

Program Record Number: PPA OPE 005

Tariffs

Description: Information on the setting of tariffs for the provision of pilotage services; also on the conduct and results of negotiations on the setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.

Topics: Setting of tariffs; tariff charges; pilotage services; CTC hearings.

Program Record Number: PPA OPE 010

Board of Directors

Description: Information relating to the appointment of the PPA Board of Directors.

Topics: Privy Council Office appointments, correspondence and résumés.

Program Record Number: PPA BOA 010

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administrative and Management Services

Budgets

Business Continuity Plans

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Salaries and Wages

Staff Relations

Travel

Utilities

Vehicles

Particular Personal Information Banks

Accounts Payable Files

Description: This bank contains a record of payments with financial details and account numbers of individuals or firms involved in supply of goods and services. File is alphabetical by name of firm or individual. Voucher and payments are maintained in hard copy and in date sequence. Documents from the current and past year are in hard copy. Access to this bank is obtained by providing the name of the supplier, account number, date, and identification of goods supplied.

Class of Individuals: This information relates to general firms or individual suppliers of received services and goods.

Purpose: The information was obtained for reference and payment purposes.

Consistent Uses: The uses are for payment records of goods and services received.

Retention and Disposal Standards: Records are retained for three years and then destroyed.

RDA Number: 99/004

Related PR#: PPA PRN 915

TBS Registration: 004145

Bank Number: PPA PPU 020

Accounts Receivable Files

Description: This bank contains records of invoicing and payments received; details on outstanding accounts; accounts receivable statements and aged receivable listings. Access to this bank can be obtained through name, address, date, number and details of invoice.

Class of Individuals: This information relates to general agents and ship owners using the pilotage services.

Purpose: The information was obtained for reference on monies received and outstanding accounts.

Consistent Uses: Consistent uses are for receivable records on services provided to the shipping industry.

Retention and Disposal Standards: Records are retained for three years and then destroyed.

RDA Number: 99/004

Related PR#: PPA PRN 915

TBS Registration: 004144

Bank Number: PPA PPU 015

Application for Employment File

Description: This bank contains a hard copy file of resumes of applicants having the special marine or boat crew skills and training required for the operational functioning of the Authority. Access to this file requires name, address and date of application.

Class of Individuals: This information relates to prospective qualified applicants for employment.

Purpose: The information was obtained to record names of qualified applicants to fill open positions as the need arises.

Consistent Uses: Consistent uses are for copies of applications for employment.

Retention and Disposal Standards: Records are retained for one year and then destroyed.

RDA Number: 98/001

Related PR#: PPA PRN 920

TBS Registration: 004146

Bank Number: PPA PPU 025

Register of Marine Pilots

Description: This bank describes information on individuals carrying out duties of pilotage for the purpose of monitoring the certification qualifications. The personal information collected may include individual's name, address, telephone and cellular numbers, email address, emergency contacts, beneficiaries, license certification, date of birth, gender, social insurance number (SIN); home address; citizenship; employment history and fit or not fit for duty status. Personal information such as name, telephone numbers, relationship to the pilot, etc. of emergency contacts and/or beneficiaries may also be recorded.

Class of Individuals: Licensed marine pilots and apprentice pilots employed by or contracted by the Authority, beneficiaries and dependents.

Purpose: This register information is collected as required by the Pilotage Act for the purpose of monitoring the certification qualifications of pilots.

Consistent Uses: Information is also provided to various provincial health insurance plans and group insurers for provision of health benefits and to Public Works and Government Services Canada for pension purposes.

Retention and Disposal Standards: Records of current employees are retained for two years after conclusion of employment and then sent to Federal Public Archives. Records on contracted pilots are retained for twenty years after they are no longer employed and then destroyed.

RDA Number: 99/024

Related PR#: PPA OPE 005

TBS Registration: 004147

Bank Number: PPA PPU 030

Service Contracts

Description: These files maintain information on awarded contracts; listing of suppliers providing specific services; documentation leading towards contracts and signed contracts between the Authority and successful suppliers. They can be accessed by providing contract number and description of service.

Class of Individuals: The information relates to general suppliers of contracted services.

Purpose: The information was obtained for the purpose of recording reference data, past performance, historical experience, etc. to solicit or obtain services for operational requirements.

Consistent Uses: Consistent uses are the procurement or purchase of supplies and services.

Retention and Disposal Standards: Records are retained for five years and then destroyed.

RDA Number: 99/003

Related PR#: PPA PRN 914

TBS Registration: 004143

Bank Number: PPA PPU 005

Manuals

- Administrative Directives
- Collective Agreements
- Dispatching Procedures
- Pilot Licence Register
- Pilotage Tariffs
- Service Contracts
- Working Rules

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Authority and its various programs and functions may be directed to:

Pacific Pilotage Authority
1130 West Pender Street, Suite 1000
Vancouver, British Columbia V6E 4A4

Telephone: 604-666-6771

Facsimile: 604-666-1647

E-mail: info@ppa.gc.ca

Reading Room

A room at the Authority has been designated under the Access to Information Act as a public reading room. The address is:

1130 West Pender Street, Suite 1000
Vancouver, British Columbia

Parc Downsview Park Incorporated

Chapter 135

General Information

Background

The creation of a national urban park on the Downsview Lands was announced in the 1994 federal budget with the closure of Canadian Forces Base (CFB) Toronto. It was determined that the achievement of a self-financing "unique urban recreational green space for the enjoyment of future generations" required a Crown corporation. Canada Lands Company (CLC) Downsview Inc. was incorporated in July 1998 as a non-agent Crown Corporation under the Canada Business Corporations Act and a wholly owned subsidiary of Canada Lands Company Limited (CLCL). On March 23, 2000, the corporation's name was changed to Parc Downsview Park Inc. (PDP), to explicitly project the park focus. On September 3, 2003 PDP became a "deemed" parent Crown corporation (pursuant to Order in Council P.C. 2003-1304) and is now subject to Part X of the Financial Administration Act, as if it were a parent Crown corporation. On September 16, 2003, PDP was declared an agent Crown corporation (by Proclamation SOR/2003-313). PDP is now an autonomous subsidiary of CLCL and its share is held in trust by CLCL on behalf of the Crown. As a "deemed" parent, PDP reports directly to Parliament through its responsible Minister, currently the Minister of Transport, Infrastructure and Communities. This ensures that its activities and operations are open, accountable and transparent to Parliament and the public.

Responsibilities

Parc Downsview Park Inc. (PDP), a Crown corporation, is mandated to build "a unique urban recreational green space for the enjoyment of future generations" on a self-financing basis on 231.5 hectares [572 acres] in the centre of the Greater Toronto Area. Under PDP's mandate and operational framework (approved by Government in 1998), the Corporation is required to be entirely self-financing with its principal source of revenue derived from the sale of certain parcels of land and the lease of land and buildings.

Legislation

- Canada Business Corporations Act
- Financial Administration Act

Organization

A Board of Directors of 11 members has primary responsibility for ensuring that PDP generates and manages the resources required to fulfill the mandate given by the Government. The Board of Directors provides strategic guidance and authorities to management and oversees the activities of the Corporation.

Senior Management Team

As an officer-director, PDP's President and Chief Executive Officer (CEO) works with the Board of Directors to provide strategic leadership to the corporation. The President and Chief Executive Officer work with a team of three officers: Vice-President – Park Development, Vice-President – Business Development and Vice-President – Corporate Operations.

Park Development Department

Park Development is generally responsible for planning and implementing the physical design for the park areas. The department develops and maintains an open space under the administration of PDP.

Business Development Department

Business Development is generally responsible for the development of the third party leasing activities, tenant relations and the related maintenance of the buildings and infrastructure under the administration of PDP. The department is responsible for the development of the land designated to meet the self-financing aspect of PDP's mandate through the sale or lease of land and buildings for uses compatible with the sustainable community.

Corporate Affairs Department

Corporate Affairs has a dual mandate of providing the internal systemic infrastructure for the corporation and ensuring integration of the work of the whole corporation to meet the mandate. The

areas of responsibility in this department include corporate and Board administration.

Corporate Operations Department

Corporate Operations is generally responsible for the day-to-day operations of the Corporation, Human Resources, Finance, Communications and Programming. Corporate Operations is responsible for planning and implementing permit use, plans and executes all special and community events, offers a broad range of programs compatible with the Ontario School Curriculum for elementary students and as well holds Summer Camps for youths.

Information Holdings

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Salaries and Wages

Training and Development

Travel

Utilities

Vehicles

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents

Access to Information and Privacy Requests

Executive Correspondence Management Systems

Hospitality

Personnel Security Screening

Travel

Manuals

- Corporate Administrative Policies and Procedures

Additional Information

Please note: Requests made to the Parc Downsview Park Inc. under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to Parc Downsview Park Inc.

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about PDP and its various programs and functions may be directed to:

Parc Downsview Park Inc.
35 Carl Hall Road, Suite 1
Downsview, Ontario M3K 2B6

Telephone: 416-952-2222

Facsimile: 416-952-2225

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. It is open from 08:30 am to 12:00 noon and 1:00 pm to 4:30 pm, Monday to Friday, holidays excepted. Its address is:

35 Carl Hall Road, Suite 1
Downsview, Ontario

Parks Canada Agency

Chapter 136

General Information

Background

Parks Canada (formerly a program within the Department of Canadian Heritage) was established as a separate agency of the federal government in the Parks Canada Agency Act in December 1998. It reports to the Minister of the Environment, and is dedicated to the implementation of policies and programs that relate to Canada's national parks, national historic sites, national marine conservation areas, other protected heritage areas, and heritage protection programs.

Responsibilities

Parks Canada plays a leading role in federal government activities related to the protection and presentation of nationally significant examples of Canada's natural and cultural heritage. Parks Canada strives to foster public understanding, appreciation and enjoyment of this heritage in ways that ensure their ecological and commemorative integrity for present and future generations.

Legislation

Statutes Administered in Whole or in Part by the Parks Canada Agency:

- Canada National Marine Conservation Areas Act, S.C. 2002, c. 18
- Canada National Parks Act, S.C. 2000, c.32
- Canada Shipping Act, S.C. 2001, c. 26
- Canada Wildlife Act 1985, c. W-9
- Department of Environment Act, R.S. 1985, c. E-10
- Department of Transport Act (Historic Canals), R.S. 1985, c. T-18
- Dominion Water Power Act, R.S. 1985, c. W-4
- Federal Real Property Act, S.C. 1991, c. 50
- Forestry Act, R.S. 1985, C. F-30
- Heritage Railway Stations Protection Act, R.S. 1985, c. 52 (4th Supp.)

- Historic Sites and Monuments Act, R.S. 1985, c. H-4
- Laurier House Act, R.S. 1952, c. 163
- Migratory Birds Convention Act, 1994, c. 22
- National Battlefields of Quebec Act, 1908, c. 57
- Parks Canada Agency Act, S.C. 1998, c. 31
- Saguenay-St. Lawrence Marine Park Act, S.C. 1997, c. 37
- Species at Risk Act, S.C. 2002, c. 29
- User Fees Act, 2004, c. 6

Regulations Currently in Force:

- Dominion Water Power Regulations
- Heritage Railway Stations Regulations
- Historic Canals Regulations
- National Historic Parks General Regulations
- National Historic Parks Order
- National Historic Parks Wildlife and Domestic Animals Regulations
- National Parks Aircraft Access Regulations
- National Parks Building Regulations
- National Parks Camping Regulations
- National Parks Cemetery Regulations
- National Parks Domestic Animals Regulations, 1998
- National Parks General Regulations
- National Parks Highway Traffic Regulations
- National Parks of Canada Businesses Regulations
- National Parks of Canada Cottages Regulations
- National Parks of Canada Fire Protection Regulations
- National Parks of Canada Fishing Regulations
- National Parks of Canada Garbage Regulations
- National Parks of Canada Lease and License of Occupation Regulations

- National Parks of Canada Water and Sewer Regulations
- National Parks Signs Regulations
- National Parks Town, Visitor Centre and Resort Subdivision Designation Regulations
- National Parks Wilderness Area Declaration Regulations
- National Parks Wildlife Regulations
- Town of Jasper Zoning Regulations
- Wood Buffalo National Park Game Regulations

Organization

Chief Executive Officer's Office

The Chief Executive Officer heads the Agency and reports directly to the Minister of the Environment. The CEO's office provides advice and support to the CEO and coordinates the agenda and the meetings of the Executive Board.

Also the CEO's office maintains strong working relationships with the Minister of the Environment as well as with other senior government officials, the members of the Executive Board and Field Unit Superintendents.

The CEO'S office also includes the Executive Correspondence Office, which is responsible for the management of all correspondence directed to the Parks Canada Agency.

The Executive Board is the main decision-making body. The fundamental responsibility of the Executive Board is to set the long-term strategic direction and priorities for the organization. The Board also approves resource allocations, new initiatives and service innovations proposed each year in national office, field unit and service center business plans.

Aboriginal Affairs Secretariat

The Aboriginal Affairs Secretariat is responsible for the overall coordination of Aboriginal issues in Parks Canada (with the exception of land claim issues) and reports directly to the Chief Executive Officer.

External Relations and Visitor Experience Directorate

In October 2005, Parks Canada created the External Relations and Visitor Experience (ERVE) Directorate to provide national leadership and direction to the creation and maintenance of

the Agency's relationships and to support the facilitation of meaningful experiences for visitors with a view to creating sense of connection with an ever-growing number of audiences. These are achieved through five functional sets of activities: national communications, public information and education, social science, stakeholder and partner relations and visitor experience. Through an energetic and professional complement of staff, the ERVE Directorate provides focus and strategic direction for efforts at the national and local levels and will support the associated functions through the development of national policies, training, planning, monitoring and evaluation processes and tools.

The ERVE Directorate initially brought together existing staff and resources from the National Historic Sites, National Parks, Strategy and Plans Directorates and the Corporate Communications Branch. Following the approval of a new organization by the Human Resource Committee in February 2006, the ERVE Directorate is now being further built in a phased approach over the next three years.

The Social Science Branch provides functional leadership in national social science research planning and co-ordination of related programs in order to advance the strategic needs and priorities of Parks Canada.

The Public Information and Education Branch (PIE) provides functional leadership and develops outreach and education strategies, policies and tools to support program-wide capacity for initiatives aimed at reaching Canadians at home, at leisure, at school and in their communities with learning opportunities that are interesting and relevant to them.

The National Corporate Communications Branch is responsible for coordinating and providing guidance to the Agency regarding public affairs, media relations and communications planning to help the Agency respond effectively to issues and fulfill its mandate of protection, creating meaningful visitor experiences, education and the establishment of new heritage places. The Directorate works with the Minister's office and Parks Canada staff at every level – from the Minister and CEO to Service Centres and Field Units. The Corporate Communications Branch provides functional leadership to a team of experts in corporate communications, a Communications Network, Field Units and other directorates within Parks Canada to advance the Agency's mandate.

The Visitor Experience Branch (VEB) provides national functional leadership to the field units in the areas of Planning, Interpretive Product Development, Recreational Activities, Service Delivery, Promotion, Advertising and External Communication, and Policy related to national and local Visitor Experience objectives and planned results. The Branch develops policy, guidelines, frameworks, strategies, tools and training (ex. Innovation Funds, Recreational Activities Assessment Framework), implements national pilot programs (ex. Marketing National Historic Sites), and promotes best practices that assist the Field Units in the delivery of their operations related to visitor experience.

The roles and responsibilities of Stakeholder and Partner Relations (S&PR) branch include providing system-wide support, capacity-building and tools to assist in "Sharing the Leadership", helping the Agency move from stakeholder consultation to stakeholder and citizen involvement and partnerships.

A primary responsibility for the branch is coordinating the planning and delivery of the Minister's Round Table on Parks Canada (MRT) a biennial event required by the PCA Act as a forum for public input into the Agency's governance.

With the creation of the ERVE Directorate in 2005 responsibility for co-operative activities, including the Cooperating Association and National Volunteer programs became part of the S&PR branch, recognizing the established stakeholder and partner relationships these programs represent, and their demonstration of citizen engagement and shared stewardship.

Human Resources

Reporting to the Chief Executive Officer, the Human Resources National Office provides advice, expertise and services, as the Corporate Employer to Parks Canada's Executive Board. It is responsible for human resources management in the Agency, and for dealing with corporate HR policies, strategies, plans, programs, monitoring, reporting and systems. The Branch also provides functional direction to HR practitioners in the Agency who are responsible for direct HR client services.

National Historic Sites Directorate

The National Historic Sites Directorate is responsible for Canada's national program of historical commemoration for nationally significant

places, people and events. The Directorate provides national functional leadership and policy direction to ensure the commemorative integrity of National Historic Sites of Canada and also directs or coordinates the delivery of programs that conserve aspects of Canada's heritage, including the Federal Heritage Buildings, Heritage Railway Stations, Federal Archeology programs, the Canadian Register of Historic Places and the Federal Directory of Heritage Designations, and the National Program for the Grave Sites of Canadian Prime Ministers. The Directorate also provides federal, Canadian and international leadership with respect to historic places.

A large part of the planning and operational activities specific to National Historic Sites is the responsibility of Parks Canada's Service Centres and Field Units. This Directorate provides policy, planning and operational guidance as well as centralized services for historical, architectural and archaeological research expertise.

Some key services and products include: formulating legislation and national policy for National Historic Sites, Historic Canals, Heritage Railway Stations, Federal Heritage Buildings and Cultural Resource Management at all places administered by Parks Canada, including the national parks; contributing to international heritage conservation through leadership and participation in international conventions, programs, agencies and agreements, including the World Heritage Convention; the provision of historical, archeological and architectural research; providing services in support of policies and programs related to archaeological and Aboriginal heritage issues; leading development and implementation of the Canadian Register of Historic Places and the Standards and Guidelines for the Conservation of Historic Places in Canada through collaboration with provinces and territories; managing the Historic Places Initiative class contribution program to support provincial/territorial and other partners' participation in the initiative; the management and implementation of the Heritage Railway Stations Protection Act; assisting other government departments and agencies in the implementation of the heritage component of the Treasury Board Policy on Management of Real Property; supporting the Historic Sites and Monuments Board of Canada, the statutory body that advises the Minister of Environment on historical commemoration; the coordination of the Ministerial Plaquing Program and the National Program for the Grave Sites of Canadian Prime

Ministers; the management of the National Historic Sites of Canada Cost-Sharing Program and the Commercial Heritage Properties Incentive Fund; National Historic Sites systems planning, management planning and business planning.

Responsibilities of the Directorate are distributed among the following Branches: Planning and Program; Policy and Government Relations; Historical Services; Archaeological Services; and Historic Places. The Historic Sites and Monuments Board of Canada Secretariat and the Federal Heritage Buildings Review Office are also situated in this Directorate. The Heritage Conservation Program, a dedicated unit of Public Works and Government Services Canada, provides special architectural, landscape architecture, and engineering conservation services to the Directorate.

National Parks Directorate

The National Parks Directorate is generally responsible for the development, operation and coordination of policies and procedures related to the management of national parks and national marine conservation areas. The Directorate also participates in federal-provincial-territorial park forum, develops policies governing Parks Canada's participation in international projects, and participates in and supports the Canadian Heritage Rivers System in cooperation with the provinces and territories.

Specific responsibilities include: the development, review, interpretation and implementation of policies, procedures, legislation, regulations and management directives governing all aspects of national parks and national marine conservation areas (NMCA) management; the development and coordination of the national park and the national marine conservation areas management planning processes and other related planning processes; the coordination and development of volunteer, cooperative and partnership arrangements with individuals, non-profit organizations and the business sector; the coordination and leadership of Parks Canada participation in Aboriginal land claims negotiations; various planning and negotiation efforts aimed at completing the national park and national marine conservation areas systems by the identification, selection and establishment of new national parks and national marine conservation areas in unrepresentative regions; the development and coordination of delivery of national functional training; the

coordination of the application of the Canadian Environmental Assessment Act and the policies of the Minister; the development of information systems in support of resource conservation and protection; the development and coordination of special operations in law enforcement; undertaking studies in the field of ecosystem conservation and management; the delivery of scientific advice to the Parks Canada Agency; representing the Agency, and the Government of Canada on various national and international programs related to the maintenance of ecological integrity, biodiversity and biosphere reserves; managing and coordinating the Directorate's involvement in inter-and intra-governmental initiatives; providing leadership in achieving the goal of completing Canada's networks of protected areas; and, upon request, providing technical advice and assistance on protected areas planning and management to other countries and to visitors from other countries. Also manages and provides national direction for the following Parks Canada-wide programs: volunteer and cooperative arrangements with individuals and non-profit cooperating associations, fire management, ecological integrity and ecosystem management initiatives, visitor risk management and search and rescue.

Strategy and Plans Directorate

The Strategy and Plans Directorate is focused on a number of key outcomes for the Parks Canada Agency: sound financial and investment management; effective and efficient corporate systems; and strategic agency positioning and policy development.

Strategy and Plans consists of four Branches:

Strategic Business Services is comprised of the Business Planning, Performance and Strategic and Policy groups.

Real Property branch is comprised of Land Management, Asset Management, Environmental Management and Water Power files management.

Finance is comprised of Financial Planning and Reporting, Accounting Operations and Transfer Payments and advises on Materiel Management and Contracting.

The Office of the Chief Information Officer is made up of the Information Technology, Information Systems, Information Management, and Information Integration groups. The Office of the CIO is accountable for the planning, development, implementation and management

of the Information Management and Technology Strategic Plan for the Parks Canada Agency. It is responsible for the operations of the Agency's computing environment and corporate systems.

The Directorate provides the link to the Minister's strategic portfolio group and recommends the key financial and investment initiatives for the Parks Canada Agency. The principal clients of Strategy and Plans include the Executive Board, service centres, field units, central agencies, Parliament and government.

It is mainly responsible for: providing linkages between the Parks Canada Agency, and the Department and central agencies on strategic policy, financial and administrative authorities and reporting issues, and information management; preparing the major accountability instruments (e.g. Corporate Plan, Annual Reports, Financial Statements); providing analysis and recommendations on investment priorities and monitoring financial and non-financial performance; providing standards, direction and analysis on business plans; developing and administering policies and guidelines pertaining to townsite, real property, material and contract management, revenue, investment and information holdings; and coordinating information technology investments and Standards; building relationships and working with corporate Canada; and providing leadership and innovation to help the agency grow and adapt to the changing world.

Office of Evaluation and Audit

The Office provides internal audit services (i.e., independent, objective assurance services to evaluate and improve the effectiveness of risk management, controls and governance processes in the Agency) and evaluation services (i.e., neutral assessments of Agency programs, policies and operations to demonstrate and/or improve their relevance, effectiveness, and value for money). Administratively, the Office reports to the Chief Administrative Officer.

Information Holdings

Program Records

Engineering and Architectural Projects

Description: Information on engineering and architectural projects carried out for Parks Canada, including the project authorization form project brief, design data, cost estimates management reports and project schedules. (See also PAR CPS

005, Management Information and Outreach).

Topics: Planning; design; construction; operation; maintenance; equipment; services; utilities; facilities; claims and evaluation.

Program Record Number: PAR CPS 035

Environmental Protection

Description: Information on environmental protection in the national parks, including pollution of air, land and water, as well as regulations, studies and reports compiled on environmental protection.

Topics: Reports on environmental protection; pollution and pollutants; regulations; reports; surveys; studies; water and wildlife.

Format: Printed and electronic.

Program Record Number: PAR CPS 045

Flora

Description: Information on botany, ecology and forestry management in the National Parks.

Topics: Reports; forest fires; regulations; silviculture; pest control; statistics; surveys and studies; timber cutting.

Format: Printed and electronic.

Program Record Number: PAR CPS 050

Health and Social Services

Description: Information on the various health and social services provided to people in a park site or historic canal.

Topics: Health services for visitors; ambulance, hospital and nursing stations; health and welfare services for Park residents provided by the provincial government.

Program Record Number: PAR CPS 015

Historical and Contemporary Technical References

Description: Plans, drawings, specifications, standards, guidelines and reports on historical and contemporary engineering and architectural projects in the national parks, the national historic sites and the historic canals. Also contains historical records and training material on historical preservation.

Topics: Plans, drawings, specifications (contract, construction and manufacturing), standards and guidelines, "as-found" information, archaeological reports, feasibility studies, recording field notes, general information and training packages.

Format: EDP and microforms.

Program Record Number: PAR CPS 030

Justice and Law Enforcement

Description: Information on justice and law enforcement in the national parks, the national historic sites and the historic canals.

Topics: Justice and law enforcement, crimes and violations, judicature, police services, reports and returns, statistics, surveys and studies.

Format: Printed and electronic.

Program Record Number: PAR CPS 055

Management Information and Outreach

Description: Information on the general management and operational responsibilities of the Parks Canada Agency.

Topics: Policy and program activities; information exchange with foreign countries; hours of operation; levels of service; awards and honors; co-operative activities with public and private organizations; capital development projects and planning systems; operational planning; management improvement; central system program evaluation; public consultation and participation; general resources – inventories, management and research; signs; general survey and studies.

Program Record Number: PAR CPS 005

Mineral Resources

Description: Information on mining, oil and gas activities at or near Parks Canada facilities.

Topics: Mineral exploration and development; mineral claim; quarrying and various mining activities; oil and gas exploration and development; leases and permits.

Format: Printed and electronic.

Program Record Number: PAR CPS 065

National Historic Sites Programs

Description: Information on the commemoration of historic places of national and international significance, namely National Historic Sites, Heritage Railway Stations, Federal Heritage Buildings, Grave Sites of Canadian Prime Ministers and cultural World Heritage Sites.

Topics: Cultural resource management; designation; commemoration; protection and presentation of historic places; Historic Sites and Monuments Board of Canada; monuments and plaques; historic value; commemorative integrity; heritage character; Canadian Inventory of Historic Buildings; Canadian Register of Heritage Properties; Register of Federal Heritage Buildings; national historic sites; historic canals; world heritage sites; heritage legislation and policy; public participation; cost-sharing; standards and training; historic resource conservation;

historical, architectural and archaeological research; archaeology and artifacts; designation, inventory and recording of heritage buildings; heritage railway stations; cultural landscapes; management plans; business plans; systems planning maintenance; conservation; preservation; restoration; modification; public education; interpretation; visitor reception centres; visitor activities; exhibits; publication; learning campaigns; collections; stewardship; thematic studies; Aboriginal heritage; outreach programs; monitoring; heritage tourism; client and market place research; stakeholders.

Program Record Number: PAR CPS 090

National Marine Conservation Areas

Description: Establishment, administration, management and control of National Marine Conservation Areas; legislation and regulations; Aboriginal issues; comprehensive claims; specific claims and self-government.

Topics: Development and planning; management plans; public participation; research; sports; statistics; surveys and studies; tourists and tourism.

Format: Printed and electronic.

Program Record Number: PAR CPS 060

National Parks

Description: Establishment, administration, management and control of National Parks; legislation and regulations; Aboriginal issues; comprehensive claims; specific claims and self-government.

Topics: Camp sites; cemeteries; development and planning; management plans; townscape planning; regional planning; ski areas; day use areas; nature trails; signs; permits; public participation; research; sports; statistics; surveys and studies; tourists and tourism accommodation, bath houses, hot springs, catering and restaurants, souvenirs and handicrafts.

Format: Printed and electronic.

Program Record Number: PAR CPS 075

Public Use Database

Description: Information on the collection of data on attendance at national parks and national historic sites, campground use at National Parks, vessel movement data on the Heritage Canals, archived vehicular and interpretive data.

Topics: Monthly attendance data for national parks and national historic sites, daily/monthly campground utilization at national parks, daily/monthly vessel movement data at historic canals.

Archived vehicular and interpretive data is available up to 1988–89 only.

Access: These records are located at National Office Parks Canada, service centres, and park offices. A report is issued annually.

Format: EDP Systems and hard copy.

Program Record Number: PAR CPS 020

Realty

Description: Information on the management of real property including national parks, national historic sites, historic canals and corridors, Admiralty Dominion and Ordinance lands. Involves the acquisition of land by the Crown, the leasing, licensing and granting of concessions on Crown-owned land, the sale or disposal of Crown-owned land, and other related land matters.

Topics: General agreements; agreements for bridges and causeways; roads, walks and highways, wharves and docks; boundary lines and encroachments; freehold lands; lettings and concessions; franchises; lease of land; licenses of occupation; use of electric power, water power, surplus water; land acquisition; sale and disposition of land; utilities – land use, rental setting.

Access: The general realty records are arranged by subject. Individual leases, licenses of occupation and concessions, deeds and certificates of title are arranged by location, the number of the lot and block, parcel number or other description and by the name of the individual.

Format: Computerized data base related Leasehold and Freehold lands as well as hard copy.

Program Record Number: PAR CPS 010

Water Resources

Description: Information on the use of water resources in Parks Canada.

Topics: Water levels; water rights; hydrological surveys; hydro power development within a park for park use only; hydrometric networks; regulations reports; surveys and studies.

Format: Printed and electronic.

Program Record Number: PAR CPS 080

Wildlife

Description: Information on all types of wildlife in the national parks and national historic sites, including the management and protection of wild animals, birds, fish and insects.

Topics: Diseases; rare and endangered species; census; licenses and permits; hunting; regulations; surveys and studies; trapping; immobilization drugs; live capture; gifts of animals; reserves; furs

and hides; fish culture; sport fishing in national parks; insects and their control; use of insecticides.

Format: Printed and electronic.

Program Record Number: PAR CPS 085

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

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Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Particular Personal Information Banks

Back Country Use Permits

Description: The bank contains information used to identify persons, vehicles and missing persons.

Class of Individuals: National parks visitors.

Purpose: To provide records for monitoring Park use and identifying vehicles left at trail heads or roadsides in emergency cases such as missing persons or bear problems; to control backcountry sites and facilities; to protect visitors.

Consistent Uses: Provides an analysis of use of the backcountry, statistics, planning and rehabilitation.

Retention and Disposal Standards: Under development.

RDA Number: 78/001

Related PR#: PAR CPS 020

TBS Registration: 001751

Bank Number: PAR PPU 067

Campground Registration

Description: The bank contains listings of campgrounds and campers.

Class of Individuals: Campers.

Purpose: To control campground allocation, and provide revenue accountability, statistics, future planning and aid to visitors.

Consistent Uses: Statistics, revenue, maintenance decisions and future planning.

Retention and Disposal Standards: All personal information collected is purged from the database 31 days after the camping event has ended.

RDA Number: 72/010

Related PR#: PAR CPS 020

TBS Registration: 001752

Bank Number: PAR PPU 068

Collection Permits

Description: Contains copies of collecting permits, which have been issued to individuals (professionals) who require specimens for research purposes.

Class of Individuals: Individuals (professionals) who require specimens for research purposes.

Purpose: To allow a controlled amount of access to material which will help in research.

Consistent Uses: None.

Retention and Disposal Standards: Under review.

RDA Number: 72/010

Related PR#: PAR CPS 075

TBS Registration: 001749

Bank Number: PAR PPU 061

Fishing License

Description: This bank identifies license holders.

Class of Individuals: National parks visitors (fishermen).

Purpose: Information in this bank relates to the issuing of fishing licenses. It is used to identify license holders, to control the number of individuals fishing in the park, to restrict fishing to authorized areas, to support fish management, and to ensure revenue accountability.

Consistent Uses: Control use, set limits, set seasons, statistical purposes and creel census/surveys.

Retention and Disposal Standards: Under review.

RDA Number: 78/001

Related PR#: PAR CPS 085

TBS Registration: 001745

Bank Number: PAR PPU 051

Freehold Lands Computer System

Description: The bank contains information on freehold lands to which Parks Canada has title and those lands, which it has disposed. The bank contains the names of the grantor, grantee, legal description, number and date of registration in the provincial system, and information on transactions.

Class of Individuals: Free holders of Crown property.

Purpose: The purpose of the bank is to maintain a registry of all such documents for the administration of such lands.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: PAR CPS 005

TBS Registration: 004012

Bank Number: PAR PPU 077

Hazardous Activities

Description: The bank contains information on persons involved in hazardous activities, defines location, activity, number in group, etc.

Class of Individuals: Parks Canada visitors.

Purpose: To provide a record of visitors in case of overdue registration.

Consistent Uses: Provides up-to-date information on use, locations, frequency, accidents, lost, or missing persons.

Retention and Disposal Standards: Under development.

RDA Number: 78/001

Related PR#: PAR CPS 075

TBS Registration: 001753

Bank Number: PAR PPU 069

Hut Permits

Description: The bank contains information used to identify permit holders and verify reservations.

Class of Individuals: Parks visitors.

Purpose: To maintain information relating to use, periods of stay, numbers and length of season.

Consistent Uses: To support decisions for maintenance, monitor and control use, and ensure the safety of visitors.

Retention and Disposal Standards: Under development.

RDA Number: 78/001

Related PR#: PAR CPS 020

TBS Registration: 001750

Bank Number: PAR PPU 066

Leasehold Lands Computer System

Description: Mailing lists with names and addresses.

Class of Individuals: The private sector, government officials (MPs and MLAs) and associates.

Purpose: For mailing of Management Plan Newsletters as part of the Management Planning Process.

Consistent Uses: Used for public participation programs and public relations purposes.

Retention and Disposal Standards: Under development.

RDA Number: 78/001

Related PR#: PAR CPS 005

TBS Registration: 001748

Bank Number: PAR PPU 056

Literary Contest – Heritage Presentation and Public Education

Description: Name, personal address, phone number, age, citizenship, sex, electronic address.

Class of Individuals: Canadian citizens or permanent residents, 13 years and older, who have entered contests.

Purpose: To make sure that contestants meet the requirements to enter the contests (age, citizenship); to be able to reach the winners and send them their prizes; and to draw generic profiles of contestants, to be used in developing future contests.

Consistent Uses: Creation of a list of addresses of people who wish to receive more information on Parks Canada. The personal information collected will include only those people who indicated their agreement by ticking the box on the form explaining that the addresses will be used to send information concerning Parks Canada's programs and services.

Retention and Disposal Standards: Under development.

RDA Number: 78/001

Related PR#: PAR CPS 090

TBS Registration: 005385

Bank Number: PAR PPU 080

Resource Use Permits

Description: The bank identifies resource use and/or harvest activities permitted under regulation.

Class of Individuals: Visitors, researchers and residents.

Purpose: To identify the permit holders using Park resources, and set restrictions. Examples include hunting, wood cutting and grazing.

Consistent Uses: Monitor and control activities, compile statistics, survey use, and plan future changes.

Retention and Disposal Standards: Under development.

RDA Number: 78/001

Related PR#: PAR CPS 075

TBS Registration: 001754

Bank Number: PAR PPU 071

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests (this information is held by Environment Canada)

Hospitality

Relocation

Security Video Surveillance & Temporary Visitor Access Control Logs & Building Passes (this information is held by the Department of Canadian Heritage)

Travel

Manuals

- Guide to the Preparation of Commemorative Integrity Statements
- Implementation of Section 41 of the Official Languages Act: Parks Canada Agency Action Plan 2002-2005-07-08
- Keep the Wild in Wildlife
- National Historic Sites of Canada System Plan
- National Marine Conservation Areas System Plan

- National Parks System Plan
- Parks Canada Agency Corporate Plan 2004/05 – 2008/09
- Parks Canada Agency Sustainable Development Strategy 2004–2007
- Parks Canada Guiding Principles and Operational Policies
- Sharing the Responsibility of Safety
- Standards and Guidelines for the Conservation of Historic Places in Canada
- You are in Black Bear Country

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Reading Room

The Canadian Heritage Departmental Library has been designated under the Access to Information Act as a public reading room. The address is:

Jules Léger Building
15 Eddy Street, 2nd Floor
Gatineau, Quebec K1A 0M5

It is open weekdays from 08:00 a.m. to 4:30 p.m.

Parks Canada publications are available for consultation in the offices listed below. Publications are also available at local offices in the regions – addresses and telephone numbers can be obtained from the appropriate office listed below.

National Office

Parks Canada
Office of the Chief Executive Officer
25 Eddy Street, 7th Floor
Gatineau, Quebec K1A 0M5
Telephone: 819-953-3545
Internet: www.pc.gc.ca

National Director of Corporate Communications
25 Eddy Street, 6th Floor
Gatineau, Quebec K1A 0M5
Telephone: 819-994-2534
Facsimile: 819-953-5523

Eastern Canada

Director General
Historic Properties
Upper Water Street
Halifax, Nova Scotia B3J 1S9

Telephone: 902-426-4845
Facsimile: 902-426-1378

Halifax Service Centre
Historic Properties
Upper Water Street
Halifax, Nova Scotia B3J 1S9

Telephone: 902-426-3445
Facsimile: 902-426-4659

Ontario Service Centre
111 Water Street
Cornwall, Ontario K6H 6S3

Telephone: 613-938-5874
Facsimile: 613-938-5729

Quebec Service Centre
3 passage du Chien-d'Or
P.O. Box 6060
Quebec, Quebec G1R 4V7

Telephone: 418-648-4042
Facsimile: 418-648-4234

Western and Northern Canada

Director General
635 8th Avenue S.W., Suite 1550
Calgary, Alberta T2P 3M3

Telephone: 403-292-5592
Facsimile: 403-292-8868

Western Canada Service Centre
145 McDermot Avenue, 1st Floor
Winnipeg, Manitoba R3B 0R9

Telephone: 204-983-2348
Facsimile: 204-984-2240

Patented Medicine Prices Review Board

Chapter 137

The annual update for this institution was not received for inclusion in the 2007–2008 version of this Info Source publication. The following is from the 2006–2007 version of Info Source.

General Information

Background

The Patented Medicine Prices Review Board is an independent quasi-judicial body created as a result of revisions to the Patent Act (Bill C-22) and came into force on December 7, 1987. Subsequent revisions to the Patent Act in 1993 (Bill C-91) shifted ministerial responsibility to the Minister of Health and increased the Board remedial powers.

Responsibilities

The Patented Medicine Prices Review Board was given a mandate to carry out two functions:

Regulatory: To protect consumers and contribute to Canadian health care by ensuring that prices charged by manufacturers for patented medicines sold in Canada are not excessive. The PMPRB's mandate extends to all patented drugs, including prescription and non-prescription medicines sold in Canada for human and veterinary use.

Reporting: To contribute to informed decisions and policy making, by reporting on pharmaceutical trends and on the R&D spending by pharmaceutical patentees. The PMPRB reports annually to Parliament through the Minister of Health.

Legislation

- Patent Act
- Patented Medicines Regulations, 1994

Organization

The Patent Act provides that the Board is to consist of no more than five members, appointed, on a part-time basis, by the Governor in Council, including a Chairperson and Vice-Chairperson. The Board's Chairperson is designated under the legislation as the Chief Executive Officer of the Board and is granted authority and responsibility to supervise and direct the work of the Board,

including the management of its internal affairs and the work of its staff.

The Executive Director manages the work of the staff. Senior staff consists of the Director of Compliance and Enforcement, the Director of Policy and Economic Analysis, the Director of Corporate Services, the Secretary of the Board and Senior Counsel.

The staff provides an information and education program, data collection, storage and dissemination, economic and scientific analysis, case preparation and related services for the registry and administrative assistance to the Board. It also provides for hearings prior to the making of remedial orders by the Board.

Compliance and Enforcement Branch

The PMPRB's patented medicine price review activities are central to the fulfilment of its Program objective which is to ensure that prices charged by manufacturers for patented medicines sold in Canada are not excessive. The price information gathered by the Branch forms the basis of the PMPRB's Annual Report to Parliament. The Branch is responsible for the implementation of the PMPRB's Voluntary Compliance Policy and Excessive Price Guidelines. That policy includes ongoing review and analysis of prices of all patented medicines sold in Canada through evaluation of patentee submissions required under the Patented Medicines Regulations, 1994, specific Board directions (i.e. Guidelines) and other sources of price and scientific information as well as analysis of complaints respecting prices of patented medicines. The Branch manages the application of the compliance and enforcement policy in cases where the prices are outside the Guidelines.

The Branch also researches and analyses information and provides technical advice to support the development of Board policy and procedures.

Policy and Economic Analysis

The Branch is responsible for policy analysis and development, consultation, economic research and studies conducted by the PMPRB. In doing so, it liaises with other federal departments and agencies, the provincial and territorial governments and international agencies to obtain and share

information on the regulation of drug prices and pharmaceutical research and development.

The Branch also provides economic expertise and conducts research studies to support the Board's mandate of reporting annually to Parliament on the price trend information of all drugs in Canada and on research and development conducted by patentees in Canada.

At the request of the Minister of Health, the Branch carries out detailed analysis and reports on price and expenditure trends, price levels and cost drivers to provide useful decision support tools and information to assist provincial and territorial drug benefit plans to better understand and manage public spending on medicines, as well as to provide greater transparency to the public on the prices and cost drivers that they face.

Pursuant to an agreement by the Federal/Provincial/Territorial Ministers of Health and at the request of the federal Minister of Health, the PMPRB reports on its research studies conducted under the National Prescription Drug Utilization Information System (NPDUIS) on the utilization and management of pharmaceutical products in Canada.

Since November 2005, the Branch has also been mandated to monitor and report on non-patented prescription drug prices.

Corporate Management and Services

This group consists of three branches – Corporate Services, Secretariat and Legal Services.

Corporate Services are responsible for the management of the Information Systems; the delivery and application of government-wide programs and policies in the area of official languages, finance, administration, internal audit, personnel, security, occupational health and safety; and, is charged with the development and evaluation of strategic activities within the Board.

The Secretariat is responsible for managing a wide range of communications and information services, legal registry and support services to the Board. The Secretariat is also responsible for Access to Information and parliamentary affairs.

Legal Services provide legal advice to the PMPRB on its operations and legislation.

Information Holdings

Program Records

Compliance and Enforcement

Description: Submission by pharmaceutical patentees under the Patented Medicines Regulations indicating prices and sales of patented medicines; information related to economic and pharmacologic analysis of new and existing patented medicines. These analysis are designed to ensure that patented medicines are not sold at excessive prices.

Topics: Economic and pharmacologic information.

Access: Files arranged by company.

Format: Information maintained by topic or drug product, within company files; in addition, all data is on a computerized database.

Program Record Number: PMP ADM 005

Policy and Economic Analysis

Description: Information and data related to policy development activities and economic analysis; as well as Research and Development expenditures by patentees.

Topics: Policy and economic analyses.

Access: Files arranged by subject.

Format: Information maintained in files; in addition, data is on a computerized database.

Program Record Number: PMP ADM 010

Secretariat/Communications

Description: Information related to the administration and management of the PMPRB's hearing process and its communications functions, including publishing and public relations.

Topics: Public Records (Registrar), communications, publications.

Access: Files arranged by subject.

Format: Information maintained in files and in computerized system.

Program Record Number: PMP ADM 020

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Administrative and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions
 Employment and Staffing
 Equipment and Supplies
 Finance
 Furniture and Furnishings
 Human Resources
 Occupational Health and Safety
 Official Languages
 Pensions and Insurance
 Personnel
 Procurement
 Salaries and Wages
 Staff Relations
 Training and Development

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Personnel Security Screening

Classes of Personal Information

General Correspondence and Enquiries

Information in this class relates to routine correspondence concerning the monitoring and reporting activities of the PMPRB. The personal information contained in this class normally includes the name and address of the enquirer. This form of personal information is retrievable by the Records Manager only; it is retrievable only if specifics are provided concerning the subject of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Ministerial Correspondence

This class of information contains correspondence received by Health Canada from external organizations and individuals in the form of requests for information, complaints, opinions and other similar submissions related to PMPRB activities. This form of information is retrievable by the Records Manager only. It is retrievable only if specifics are provided concerning the subject of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Exclusion of Records

Under the Access to Information Act, section 24, and under the Patent Act, sections 87 and 88, referred to as privileged information.

Manuals

- Compendium of Guidelines, Policies and Procedures
- Patentees' Guide to Reporting
- Records Management

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The public may direct enquiries regarding the PMPRB to:

Secretary of the Board
 Patented Medicine Prices Review Board
 Standard Life Centre
 333 Laurier Avenue West, Suite 1400
 Ottawa, Ontario K1P 1C1

Toll-free number: 1-877-861-2350
 Telephone: 613-954-8299
 General number: 613-952-7360
 Publications number: 613-952-7360
 Facsimile: 613-952-7626
 E-mail: pmprb@pmprb-cepmb.gc.ca
 E-mail: sdupont@pmprb-cepmb.gc.ca
 Internet: www.pmprb-cepmb.gc.ca

Reading Room

In accordance with the Access to Information Act, an area on the premises has been designated as a public reading room. The address is:

333 Laurier Avenue West, Suite 1400
 Ottawa, Ontario

Pension Appeals Board

Chapter 138

The annual update for this institution was not received for inclusion in the 2007–2008 version of this Info Source publication. The following is from the 2006–2007 version of Info Source.

General Information

Background

The Pension Appeals Board is a tribunal, which was constituted by the Parliament of Canada.

Responsibilities

The Board is the administrative tribunal hearing appeals, under the Canada Pension Plan, arising from decisions of the Review Tribunal pursuant to Section 83 of the Plan. The Board may hear appeals in relation to the following types of benefits: disability benefit; disabled contributor's child's benefit; survivor's benefit; death benefit; orphan's benefit; retirement benefit; assignment of retirement benefit; and division of unadjusted pensionable earnings.

Legislation

- Canada Pension Plan, R.S.C., c. C-8

Organization

The Pension Appeals Board is made up of judges and former judges from across the country who are appointed by Order-in-Council on the recommendation of the Minister of Justice and the Minister of Human Resources and Social Development (formerly Minister of Social Development). They assume these duties in addition to their judicial responsibilities, and are not considered employees of the Pension Appeals Board. An administrative office is located in Ottawa.

Information Holdings

Program Records

Appeal Case Files

Description: The record of individual appeals.

Topics: Notice of Appeal; Reply to Notice of Appeal; Notice of Intervention (if applicable); authorization to disclosure; letters; evidence; expenses claim; decision.

Access: Records arranged by name/file number.

Program Record Number: PAB PAB 005

Authorization to Disclosure

Description: Information on agents representing a party to an appeal before the Pension appeals Board.

Topics: Authorization to Disclosure form.

Access: By name and/or file number.

Program Record Number: PAB PAB 006

Expenses Claim

Description: Information on parties involved claiming expenses when attending a hearing of the Pension Appeals Board.

Topics: Expense Claim form.

Access: By name and/or file number.

Program Record Number: PAB PAB 007

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Audits

Budgets

Classification of Positions

Equipment and supplies

Finance

Office Appliances

Official Languages

Procurement

Particular Personal Information Banks

Appeals

Description: A completed file normally contains a copy of the documents submitted at the Review Tribunal, an application for leave to appeal and notice of appeal, the reply to the notice of appeal, the notice of intervention (if applicable), copies of correspondence and documents submitted by the parties involved in the appeal and copies of decisions related to the appeal.

Class of Individuals: The parties involved.

Purpose: To record the proceedings before the Pension Appeals Board.

Consistent Uses: Available for use for an administrative purpose.

Retention and Disposal Standards: The dormant files are retained at the Pension Appeals Board for a period of 2 years and then sent to the National Archives.

RDA Number: 90/023

Related PR#: PAB PAB 005

TBS Registration: 003697

Bank Number: PAB PPU 005

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Personnel Security Screening

Manuals

- Rules of Procedure, (CPP section 28)
- Rules of Procedure, (CPP section 83)

Additional Information

Report of Decisions

Most decisions of this Board with respect to the Canada or Quebec Pension Plan are available to the public as published in full by the Commerce Clearing House (CCH) in Canadian Employment Benefits and Pension Guide Reports, from 2000 (pages 6371 and following); in Transfer Binder, 1968 to 1985 (pp. 5953–6714); in Transfer Binder, 1986 to 1992 (pp. 5953–6237); in Transfer Binder, 1993 to 1997 (pp. 5951 to 6370); and in Transfer Binder 1998 to 1999 (pp. 6371 to 6751). These documents and the decisions of the Board are held by the particular department involved to which any enquiries should be directed.

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The public may direct enquiries regarding the Pension Appeals Board to:

Pension Appeals Board
P.O. Box 8567, Station "T"
Ottawa, Ontario K1G 3H9

Telephone: 613-995-0612
Toll-free: 1-888-640-8001
E-mail: info@pab-cap.gc.ca
Internet: www.pab-cap.gc.ca

Reading Room

Conference Room
Capital Square Building
222 Queen Street, 9th Floor
Ottawa, Ontario

Pierre Elliott Trudeau Foundation, The

Chapter 139

General Information

Background

An independent and non-partisan Canadian charity, The Pierre Elliott Trudeau Foundation (the Foundation) was created in 2002 with an endowment of \$125 million from the Government of Canada as a memorial to the former Prime Minister.

The Foundation funds outstanding scholars who conduct research on crucial societal issues, and creates opportunities for dialogue and multidisciplinary collaboration across organizations and disciplines under four key themes: Human Rights and Social Justice; Responsible Citizenship; Canada and the World; and Humans in their Natural Environment. To date, the Foundation has granted over 100 major awards to top researchers and highly accomplished individuals, in Canada and abroad.

All awards granted by the Foundation are peer-reviewed. The rigorous nomination and selection process is described in detail on the Foundation's website at www.trudeaufoundation.ca

Responsibilities

The Foundation encourages emerging talent through the awarding of Trudeau Scholarships, appoints distinguished Trudeau Fellows and Mentors to support the work of the Scholars, and creates and maintains a national and an international network of Trudeau Fellows, Scholars, and Mentors.

The Foundation Programs

Trudeau Fellows

Up to five Trudeau Fellows are chosen each year in recognition of outstanding achievement, innovative approaches to issues of public policy and commitment to public engagement. The Foundation provides support for Fellows to make extraordinary contributions in their fields through leading-edge research and creative work.

Trudeau Scholars

Up to fifteen Trudeau Scholarships are awarded each year to support doctoral candidates pursuing research of compelling present-day concern, touching upon one or more of the four themes of the Foundation. Trudeau Scholars are highly gifted individuals who are actively engaged in their fields and expected to become leading national and international figures.

Trudeau Mentors

Up to twelve Trudeau Mentors are appointed each year in recognition of their ability to provide outstanding policy analysis and implementation in non-academic fields within the humanities and social sciences: the arts, business, government, professions, and the voluntary sector. While recognizing that the Scholar's university-appointed supervisor has full responsibility for the direction of the student's dissertation, the Mentor offers the Scholar the benefit of his or her wisdom, opens a new world of practical experience, and provides access to coveted connections.

Public Interaction Program (PIP)

This program brings together all Trudeau award winners – Fellows, Scholars and Mentors – to generate informed and lively debates on major issues of public policy affecting Canadians and global society.

PIP comes to life through six major annual events – the Trudeau Conference, Trudeau Lectures, Trudeau Fellows meeting, Trudeau Scholars-Mentors meeting, Trudeau Scholars Workshop, and the Trudeau Summer Institute. In addition, members of the Trudeau Community are encouraged to organize events linked to one or several of the Foundation themes with a view to generating a richer public debate on important societal issues.

Legislation

The Foundation is a registered charity (89543 8919 RR0001). The Foundation does not administer, or have primary responsibility for any Acts or regulations.

Organization

Corporate and Public Affairs

Finance

Knowledge Exchange

Office of the President

Scholarships

Information Holdings

Program Records

Communications

Description: These files pertain to specific events or publications carried out by the Foundation.

Communications files consist of general documentation pertaining to the Foundation's communications in general (internal, external), and communications, which are transmitted either to the Trudeau community (mailing lists, award recipients, members) or to a more general audience (universities, educational institutions). Files may include information on events (press releases, brochures, and publications), communiqués (internal, external), publications and brochures in general, publicity, and the Foundation's web site.

Topics: Trudeau Foundation annual reports, articles, brochures, newsletters, mailing lists, members, photographs taken at Trudeau Foundation events, posters, press releases, external communiqués, public relations, publications, publicity, Trudeau Foundation visual identity, Trudeau Foundation web site.

Access: Files are stored by title.

Format: Electronic and hard copy files.

Program Record Number: TF-001

Fund Development

Description: These files contain ongoing confidential working papers pertaining to fundraising scenarios and activities. These are internal files, which are used and discussed among the President of the Foundation and its Board of Directors. Records contained in these files may include strategies for fundraising, business plans and business cases pertaining to donor support, correspondence and memorandums in general, and listings of potential and active donors.

Topics: Fundraising, fundraising strategies, business plans, business cases for donor support, memorandums, correspondence, letters, donor mailing lists, listing of potential donors.

Format: Electronic and hard copy.

Program Record Number: TF-002

Governance

Description: These files contain legal documents and operational documents pertaining to the establishment of the Foundation; documentation relating to the funding agreement with Industry Canada; Board of Directors and member relations; strategic planning and review, as well as external reports, business plans and other reports to Industry Canada. These files also include internal reporting, policies, evaluations, fundraising strategies, partnerships and external networking with universities and other foundations. Files may include records pertaining to memberships and general correspondence.

Topics: External letters, registers, funding agreements, funding, Board committees, minutes, strategic planning, annual reports, fiscal requirements, budgeting, business plans, reports to Industry Canada, Access to Information and Privacy reporting, policies, evaluations, legal counsel, legal opinions, members, member relations, reporting, networking, fundraising strategies.

Format: Electronic and hard copy.

Program Record Number: TF-003

Programs

Description: These files consist of the Foundation's major programs, which include Trudeau Fellowships (annual awards in recognition of outstanding achievement and innovative approaches surrounding public policy issues); Trudeau Scholarships (annual awards to support doctoral candidates pursuing research of compelling present-day concern; the Mentorship program (linking together professionals who pursue policy analysis in their daily work, with researchers and scholars; the Public Interaction Program (PIP) (brings together the Trudeau Fellows, Scholars and Mentors to generate debates on public policy affecting Canadians and global society). The records contained in these files include unsolicited awards given to Canadian and foreign recipients selected through rigorous nomination and selection processes, media clippings, calendars of events, templates related to program activities, correspondence (members, fellows, scholars, mentors, internal and external audiences).

Topics: Awards, working documents, research documents, media clippings, calendar of events, templates, and correspondence, fellowships, scholarships, mentorship, public interaction, recipients, nomination and selection process, program activities.

Access: By program and by year (beginning in 2003).

Format: Electronic and/or hard copy documents.

Program Record Number: TF-004

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Administration and Management Services

Business Continuity Plans

Employment and Staffing

Hospitality

Human Resources

Proactive Disclosure

Travel

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Business Continuity Planning

Executive Correspondence Management Systems

Hospitality

Travel

Reading Room

The Boardroom at the Foundation's office has been designated as a public reading room for the purposes of the Access to Information Act.

1514 Doctor Penfield Avenue, 2nd Floor
Montreal, Quebec

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Contact Information:

The Pierre Elliott Trudeau Foundation
1514 Doctor Penfield Avenue, 2nd Floor
Montreal, Quebec H3G 1B9

Telephone: 514.938.0001

Facsimile: 514.938.0046

E-mail: tinfo@trudeaufoundation.ca

Internet: www.trudeaufoundation.ca

Port Alberni Port Authority

Chapter 140

General Information

Background

The Port was initially established in 1947 and as a Harbour Commission was governed by the Harbour Commission's Act of 1964. Port Alberni Port Authority is a continuation of the Harbour Commission and was proclaimed July 1st, 1999 pursuant to the Canada Marine Act, which received Royal Assent on the 11th day of June 1998.

Port Alberni Harbour is one of the finest deep sea inland harbours on the North American Continent and is the closest deep sea port to the Pacific Rim. Vessels up to and including panamax size can easily navigate the Alberni Inlet.

Responsibilities

Port Alberni Port Authority is responsible for both the day-to-day operations of the harbour, and the long term development and improvement of the waterfront facilities, including recreational marinas and secondary industries to the extent that these activities are specified in the Port Alberni Port Authority Letters Patent. The Port Authority is committed to working with the Community towards economic diversification.

Legislation

- Canada Marine Act, S.C. 1997-98, C.10
- Operating Regulations
- Port Alberni Port Authority Letters Patent
- Port Authorities Management Regulations

Organization

The President and Chief Executive Officer of Port Alberni Port Authority is the individual responsible for the organization and as such, performs all the activities related to port operations pursuant to the Canada Marine Act and the Access to Information Act.

Finance and Administration

Responsibilities include financial analysis; budget forecasts; preparation of financial reports and 5 year plan; accounts payable/receivable; cash management; payroll; computer systems; human

resources; co-ordinate preparation and distribution of the Annual report; and to co-ordinate advertising and publicizing the Port Alberni Port Authority.

Operations

This department is responsible for marine traffic management within the harbour limits; and enforcement of regulations as a port authority as well as emergency planning.

Property Development

Responsibilities of the department are to review and maintain awareness of land development opportunities; to review and address property issues; and to administer the leasing, permitting and licensing of tenants and activities along the Crown portion of Alberni Harbour.

Information Holdings

Program Records

Corporate Plans

Description: Five Year Business Plan.

Topics: Research; forecasts, budgeting.

Program Record Number: PAPA CPP 005

Engineering Services

Description: Information on the planning, design, construction and maintenance of Port Alberni Port Authority and its facilities.

Topics: Construction supervision; consultant management; research; drafting; tenders; work orders; inspections; progress reports and payments.

Program Record Number: PAPA EGS 010

Property

Description: Information relating to the acquisition, disposal, exchange, leasing, construction, engineering and development of water-front, waterlot areas and upland properties within the jurisdiction of Port Alberni.

Topics: Agreements for development and/or service of real estate including habitat preservation; the acquisition or exchange of properties to facilitate harbour access and port business; the leasing and/or permitting of tenants; and the development of physical assets including buildings and service infrastructures such as roads and sewers.

Program Record Number: PAPA PRO 020

Tariffs

Description: Information on the establishment of, and revision to, tariffs.

Topics: Wharfage rates; berthage rates; harbour dues.

Program Record Number: PAPA TFF 015

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Employment and Staffing

Finance

Human Resources

Classification of Positions

Lands

Salaries and Wages

Training and Development

Particular Personal Information Banks

Applications for Employment

Description: This file contains applications received from the general public for possible employment with Port Alberni Port Authority.

Class of Individuals: General public.

Purpose: Information may be used to fill vacancies in the Port Alberni Port Authority for which applicants have suitable qualifications.

Consistent Uses: Records are kept of the information used in staffing a position.

Retention and Disposal Standards: Records are retained for one year and then destroyed.

RDA Number: 98/005

Related PR#: PAPA PRN 920

TBS Registration: 005029

Bank Number: PAPA PPU 020

Personal Service Contracts

Description: Files are held containing the terms and conditions of individuals employed on contract to Port Alberni Port Authority.

Class of Individuals: General public.

Purpose: The purpose of these files is to provide documentation and authorization for personal service contracts.

Consistent Uses: This file records payment to individuals for income tax purposes as well as budgetary spending.

Retention and Disposal Standards: Records are retained for six years after expiry of the contract and then destroyed.

RDA Number: 99/004

Related PR#: PAPA PRN 915

TBS Registration: 005030

Bank Number: PAPA PPU 010

Property Services

Description: Information is held on the property that is managed by the Authority and tenants.

Class of Individuals: General public.

Purpose: These files document property transactions between Her Majesty, Port Alberni Port Authority and general public such as leases, agreement, sale, exchange or purchase of lands.

Consistent Uses: The information in these files is used to document the decision process in property matters.

Retention and Disposal Standards: Records are retained for an indeterminate period.

RDA Number: Under development.

Related PR#: PAPA PRO 020

TBS Registration: 005031

Bank Number: PAPA PPU 015

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Classes of Personal Information

In the course of conducting the programs and activities of Port Alberni Port Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files where records are not normally retrieved by name of the individual or other personal identifiers.

Personal information is normally retrievable only if specifics are provided concerning the subject matter, the related program activity, and the approximate date on which Port Alberni Port Authority would have received the information. The retention periods for these classes of personal information are controlled by the Records Retention Schedules for the general subject files in which they are stored.

Manuals

- Emergency Procedures Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please Note: Requests made to the Port Alberni Port Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Port Alberni Port Authority.

Requests for further information about the Port Alberni Port Authority may be directed to:

Port Alberni Port Authority
2750 Harbour Road
Port Alberni, British Columbia V9Y 7X2

Telephone: 250-723-5312

Facsimile: 250-723-1114

E-mail: bmadelung.papa@telus.net

Internet: www.portalberniportauthority.ca

Reading Room

Under the Access to Information Act, the Port Alberni Port Authority has designated an area on the premises at the above address as the public reading room.

Prince Rupert Port Authority

Chapter 141

General Information

Background

The Prince Rupert Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998 and came into force with respect to Port Authorities on the 1st day of May 1999. This Act repealed the Canada Ports Corporation Act of 1983 which amended the National Harbours Board Act of 1936, the Government Harbours and Piers Act and the 1964 Harbour Commissions Act.

The Port of Prince Rupert, located on the northwest coast of British Columbia (BC) some 800 kilometers north of Vancouver, BC, is considered to be Canada's marine gateway to Asia. As the railhead on the West coast of North America, the Port of Prince Rupert is directly linked to the North American Heartland by road, rail and air.

Responsibilities

The role of the Prince Rupert Port Authority is to facilitate and expand the movement of cargo and passengers through the Port of Prince Rupert, provide facilities, services and technologies that are competitive, safe, commercially variable, dependable and customer oriented and to operate with broad public support in the best interests of Canadians.

Legislation

- Canada Marine Act, R.S.C. 1998, chapter C-10
- Port Authorities Management Regulations
- Port Authorities Operating Regulations

Organization

Board of Directors

Three levels of government, Federal, Provincial and Municipal, each appoint an individual to the Prince Rupert Port Authority Board of Directors. The Federal Transport Minister, on the recommendation of the port users, appoints the four other directors. The Board elects a Chairperson from among their number.

President and Chief Executive Officer

The President and Chief Executive Officer of the Prince Rupert Port Authority is the Head of the Institution for the purposes of the Access to Information Act and exercises all the powers and responsibilities pertaining to this function under the Act in question.

Finance and Operations

This Division consists of Finance, Accounting, Harbour Operations, Security, Environmental Services, Maintenance, General and Property Administration, Statistics, Information Services and Human Resources.

Marketing and Business Development

This Division consists of Business Development, Marketing and Public Affairs.

Project Development

This Division consists of Engineering, Technical Support, Facilities and Property Planning.

Information Holdings

Program Records

Cargo Handling

Description: Information relating to all aspects of cargo handling-storage, transfer, cargo, commodities, transportation, and other related subjects.

Topics: Bulk cargo; break bulk cargo; liquid bulk and general cargo.

Program Record Number: PRPA CAR 010

Communications and Marketing

Description: Information relating to media relations, press releases, client relations, marketing analysis, advertising, promotional events, and community relations.

Topics: Media clippings; advertising; corporate identity; publications; speeches and presentations; promotions and events.

Program Record Number: PRPA CAM 020

Engineering

Description: Information relating to buildings management, maintenance of facilities and structures, projects design and construction.

Topics: Dredging & filling; hydrographics; inspection; railways; roads; specifications and standards.

Program Record Number: PRPA ENG 030

Environmental Services

Description: Information relating to environmental assessment reports, issues and projects.

Topics: Environmental issues.

Program Record Number: PRPA ENV 040

Harbour Operations

Description: Information relating to traffic, vessels, safety, emergency planning, and related subjects.

Topics: Accidents and incidents; aircraft; anchorage; berthage; dangerous goods; harbour headline; marinas; navigation; patrol boats; recreational waterway use.

Program Record Number: PRPA HOP 050

Information Systems

Description: Information relating to information systems, hardware, software, security and access requirements, and networks.

Topics: Development projects; inventory; operations; security & integrity; standards; support.

Program Record Number: PRPA INF 060

Legal and Corporate Secretarial

Description: Information relating to agreements and contracts, acts and regulations, corporate by-laws, cases and opinions, litigation, and research. Includes Board of Directors and Committee minutes, and Orders in Council appointing Board members.

Topics: Submissions; jurisdictions; trademarks; legislation.

Program Record Number: PRPA LCS 070

Port Development

Description: Information relating to future planning and policy development, growth through capital projects and includes development projects and land use plans.

Topics: Land acquisition & disposition; municipal and regional land use; permits.

Program Record Number: PRPA DEV 080

Properties

Description: Information relating to the administration of Authority properties, property leases, licences, easements, acquisitions and disposals of property, and title searches.

Topics: Payments in lieu of taxes; title information; insurance; appraisals; casual use; commercial leases & agreements; recreational leases & agreements.

Program Record Number: PRPA PRO 090

Security

Description: Information relating to investigations, security systems, and liaisons.

Topics: Security service; terminals security; investigation & incident summaries.

Program Record Number: PRPA SEC 100

Terminal Operations

Description: Information relating to cargo and cruise ship operations.

Topics: Canada Customs; cargo terminals; cruise terminals; operators.

Program Record Number: PRPA TOP 110

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Classifications of Positions

Employment and Staffing

Finance

Human Resources

Official Languages

Pensions and Insurance

Personnel

Physical Security

Procurement

Salaries and Wages

Training and Development

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Relocation

Travel

Manuals

- Canadian Payroll Manual
- Canadian Port Authorities Pension Plan Manual
- Emergency Plan

- Financial Management Policies and Guidelines
- Land Use Management
- Official Languages
- Practices and Procedures for Prince Rupert Harbour
- Superannuation Administration Manual
- Superannuation Insurance Administration Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests made to the Prince Port Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Prince Rupert Port Authority.

Requests for further information about the Prince Rupert Port Authority and its various programs and functions may be directed to:

Prince Rupert Port Authority
215 Cow Bay Road, Suite 200
Prince Rupert, British Columbia V8J 1A2

Telephone: 250-627-8899

Facsimile: 250-627-8980

Internet: www.rupertport.com

Reading Room

Prince Rupert Port Authority's Library has been designated under the Access to Information Act as a public reading room. The address is:

215 Cow Bay Road, Suite 200
Prince Rupert, British Columbia

Privy Council Office

Chapter 142

General Information

Background

The Privy Council Office came into being under the Constitution Act of 1867. The Privy Council Office (PCO) reports directly to the Prime Minister and is headed by the Clerk of the Privy Council and Secretary to the Cabinet. It is both the secretariat for the Cabinet and the Prime Ministers' source of public service advice on policy questions and operational issues facing the Government, including matters relating to the management of the federation and constitutional development.

The PCO also provides support to the Government Leaders in the House of Commons and in the Senate, and the President of the Queen's Privy Council and Minister for Intergovernmental Affairs.

Responsibilities

The Privy Council Office provides secretariat support for Cabinet and the committees of Cabinet to facilitate the collective decision-making of Cabinet, and assists the exercise of the prerogatives of the Prime Minister, including the organization and processes of government, and the appointment of senior officials to government positions. The overall responsibilities of the Office include: the coordination and provision of material related to the meetings of Cabinet and Committees of Cabinet for the use of the Prime Minister and the chairpersons of committees; liaison with departments and agencies of government on Cabinet matters; undertaking special studies on matters of current public policy concern as required (this includes participation in interdepartmental committees of officials through the provision of chairpersons, members or secretaries and the preparation of papers for, and on behalf of, such committees). In addition, the Office provides support and advice to the Prime Minister on prime ministerial prerogatives, assumes responsibilities for the organization of the Government of Canada, provides advice to the Prime Minister on national security and intelligence matters, undertakes the examination of submissions to the Governor in Council to ensure conformity with policy and legal requirements, prepares draft orders, and assumes duties related to regulations made

under the Statutory Instruments Act including the examination, revision, registration and preparation for publication of federal statutory regulations in Part II of the Canada Gazette.

Also, in addition to the other responsibilities outlined above, the Privy Council Office provides advice, assistance and information to the Prime Minister and to the Minister of Intergovernmental Affairs concerning federal-provincial relations. The Office also coordinates the policy framework for federal-provincial-territorial relations.

Legislation

- Act Respecting the Effective Date of the Representation Order of 2003, 2004, c.1 Amendments and Corrections Act, 2003, 2004, c. 16
- Act to amend the Canada Elections Act and the Income Tax Act, 2004, c.24, as amended
- Canada Elections Act
- Canadian Transportation Accident Investigation and Safety Board Act
- Conflicts of Interest Act
- Constitution Acts
- Electoral Boundaries Readjustment Act, R.S. 1985, c.E-3, as amended
- Electoral Boundaries Readjustment Suspension Act, 1994
- Federal Law-Civil Law Harmonization Act No. 2
- Governor General's Act
- Highway 30 Completion Bridges Act, 2005, c. 37
- Inquiries Act
- Ministries and Ministers of State Act
- National Round Table on the Environment and the Economy Act
- Oaths of Allegiance Act
- Parliament of Canada Act
- Public Service Rearrangement and Transfer of Duties Act
- Royal Assent Act

- Referendum Act
- Representation Act, 1974
- Representation Act, 1985
- Royal Assent Act
- Royal Style and Titles Act
- Royal Style and Titles (Canada) Act
- Salaries Act
- Order-in-Council (P.C. 1940-1121, March 25, 1940)

Organization

Office of the Clerk of the Privy Council and Secretary to the Cabinet

The Clerk of the Privy Council and Secretary to the Cabinet is Canada's most senior public servant supporting the Prime Minister. The Clerk's primary roles are: as the Prime Minister's Deputy Minister, provides professional, non-partisan advice and support to the Prime Minister in carrying out all of his responsibilities as head of Canada's government. This includes managing the federation; as Secretary to the Cabinet, the Clerk provides support and advice to the ministry as a whole and oversees the provision of policy and secretariat support to Cabinet and Cabinet Committees; as Head of the Public Service, sets strategic directions for the Public Service. The Clerk ensures the Public Service delivers quality, expert, professional and non-partisan advice and service to the Prime Minister, the ministry, and all Canadians.

Office of the National Security Advisor to the Prime Minister and Associate Secretary to the Cabinet

The National Security Advisor to the Prime Minister and Associate Secretary to the Cabinet assists the Clerk and provides information, advice and recommendations to the Prime Minister as follows: as Associate Secretary to the Cabinet acts on the Clerk's behalf on any of the policy and operational issues that come before the Privy Council Office; as National Security Advisor to the Prime Minister, ensures the effective coordination of Canada's security and intelligence community and, together with the Deputy Minister of National Defence, is responsible for the Communications Security Establishment. The National Security Advisor also oversees the provision of intelligence assessments

to the Prime Minister, other ministers and senior government officials. The National Security Advisor is supported by two secretariats via the Foreign and Defence Policy Advisor to the Prime Minister: Security and Intelligence, and International Assessment Staff.

Office of the Deputy Minister, Intergovernmental Affairs

The Deputy Minister, Intergovernmental Affairs, provides advice and support to the Prime Minister and the Minister of Intergovernmental Affairs on policies, communications and parliamentary affairs relating to federal-provincial-territorial relations. This includes fiscal federalism, the evolution of the federation and Canadian unity. The Deputy Minister's mandate covers: policy advice and strategic planning related to national unity, the broad federal-provincial-territorial agenda, constitutional and legal issues, and fiscal federalism. These files require close collaboration with a number of departments, including Department of Finance, Justice, Treasury Board Secretariat, and others; liaison and advice on relations with the provinces and territories and the renewal of the federation; and, communications and parliamentary affairs support on issues and initiatives with important federal-provincial-territorial dimensions. Two Assistant Deputy Ministers, one for Intergovernmental Policy, and one for Intergovernmental Operations, and a Director of Communications and Parliamentary Affairs, support the Deputy Minister in this work.

Intergovernmental Policy manages the development of strategic planning, integrated analysis and intergovernmental relations policy, and options and advice on a variety of issues. These relate primarily to fiscal, economic, legal and constitutional matters, as well as to federalism in general.

Intergovernmental Operations provides the Prime Minister and the Minister of Intergovernmental Affairs with an integrated view of relations with the provinces and territories across the Government's broad policy agenda. It also works with other PCO branches (Operations, and Plans and Consultation), federal departments/agencies and provincial/territorial governments to assess policy options and offer advice on issues related to intergovernmental relations.

Communications and Parliamentary Affairs provides strategic advice on the intergovernmental implications of government-wide communications

activities and initiatives, and on the impact that these initiatives and activities may have on Canadian unity.

Office of the Deputy Secretary to the Cabinet, Operations

The Office of the Deputy Secretary to the Cabinet, Operations, provides policy advice to the Prime Minister, the Cabinet and the Clerk of the Privy Council and ensures interdepartmental coordination on a wide range of domestic policy and program issues of concern to the Government. The Deputy Secretary to the Cabinet, Operations, is accountable for the effective operation of the Cabinet Committee for Operations, the Cabinet Committee for Social Affairs, the Cabinet Committee for Economic Affairs and the Cabinet Committee on the Environment and Energy Security, and has responsibility for three supporting secretariats: Social Development Policy, Economic and Regional Development Policy, and Operations. The Orders in Council group and the Cabinet Papers System Unit also fall under the Deputy Secretary's mandate.

The Social Development Policy Secretariat monitors, coordinates and provides advice on social policies and is also accountable for the effective functioning of the Cabinet Committee for Social Affairs and any related ad hoc committees. The Social Development Policy Secretariat works with the Department of Finance, the Treasury Board Secretariat and other government departments on key policy and related funding issues. It also participates in or coordinates interdepartmental work and provides advice on policies and programs.

The Economic and Regional Development Policy Secretariat monitors, coordinates and advises on specific issues relating to economic, regional development and trade policy and priorities. The Assistant Secretary to the Cabinet ensures the smooth functioning of the Cabinet Committee for Economic Affairs, the Cabinet Committee on the Environment and Energy Security and related ad hoc committees. It also works with the Department of Finance, the Treasury Board Secretariat and other government departments on key policy and related funding issues. It also participates in or coordinates interdepartmental work and provides advice on policies and programs.

The Operations Secretariat is responsible for the successful functioning of the Cabinet Committee for Operations and various ad hoc committees.

The Cabinet Committee for Operations oversees the day-to-day coordination of the Government's agenda. This can include issues management, legislation and house planning, and strategic communications. The Secretariat works closely with other Privy Council Office secretariats and government departments to support the Operations Committee, and coordinates intradepartmental linkages on a wide range of priorities and issues.

The Office of the Assistant Clerk of the Privy Council, Orders in Council (OIC), provides secretariat services to the Treasury Board Cabinet Committee and is responsible for the approval of Orders in Council, regulations and other statutory instruments. OIC also supplies advice on the use of Orders in Council and/or instruments of Advice, and is responsible for planning swearing-in ceremonies at Rideau Hall, including Cabinet shuffles.

The Cabinet Papers System Unit provides administrative support services to Cabinet and Cabinet committees. The unit is responsible for the formatting, distribution and control of Cabinet papers, Cabinet committee meeting agendas, memoranda to Cabinet and other documents. The unit also manages the scheduling of Cabinet and Cabinet Committee meetings.

Office of the Deputy Secretary to the Cabinet, Plans and Consultation

The Office of the Deputy Secretary to the Cabinet, Plans and Consultation, is responsible for considering all matters of government policy from the standpoint of the Government's key priorities and plans, and provides direction to three secretariats: Priorities and Planning, Liaison Secretariat for Macroeconomic Policy, and Communications and Consultation. It also provides advice on strategic policy issues and is responsible for supplying secretariat support to Cabinet and offering advice on communications and consultations across government.

The Priorities and Planning Secretariat assists the Government in defining its objectives and priorities. It also oversees the development of policy consistent with these priorities and liaises with other parts of the Privy Council Office and government departments on these matters. The Priorities and Planning Secretariat provides advice and support for meetings and planning retreats of both the full Cabinet and the Cabinet Committee for Plans and Priorities. The secretariat also supplies policy advice and logistical support to

the Clerk of the Privy Council for the Deputies' Breakfasts, the Coordinating Committee of Deputy Ministers (CCDM) and related meetings.

The Communications and Consultation Secretariat provides communications and public opinion research advice to Cabinet and senior officials of the Privy Council Office on key issues and policy initiatives. The secretariat also coordinates government-wide communications, including announcements, advertising initiatives and crisis management.

The Liaison Secretariat for Macroeconomic Policy provides strategic policy advice and analysis to Cabinet and senior officials of the Privy Council Office on economic and fiscal matters. The secretariat works closely with the Department of Finance, Treasury Board Secretariat and other Privy Council Office secretariats to supply analysis and advice on the economic and financial aspects of major policy files, including the Budget.

Office of the Deputy Secretary to the Cabinet, Legislation and House Planning and Machinery of Government, Counsel to the Clerk of the Privy Council

The Office of the Deputy Secretary to the Cabinet (Legislation and House Planning and Machinery of Government) and Counsel to the Clerk of the Privy Council provides advice to the Prime Minister and the Clerk of the Privy Council on the management of the Government's legislative program, the structure and functioning of government as a whole, and issues relating to electoral and democratic reform. The Office also provides legal advice on a wide range of matters, and is supported by two secretariats: Legislation and House Planning, and Machinery of Government, and two sections: Legal Operations, and Cabinet Confidences.

Legislation and House Planning provides advice and support to the Prime Minister, the Leader of the Government in the House of Commons and the Minister for Democratic Reform, and the Leader of the Government in the Senate in three main areas: preparing and managing the Government's program in Parliament, including legislation and other initiatives in the Senate and the House of Commons; coordinating the preparation and tabling of the Government responses to parliamentary written questions, and notices of motion for the production of papers and petitions (known as Parliamentary Returns); and developing policy and

legislation in support of democratic and electoral reform.

Machinery of Government provides advice and support to the Prime Minister on matters related to the Prime Minister's prerogative and responsibilities as the overall manager of Canada's system of Cabinet government. The Machinery of Government Secretariat supplies advice on matters relating to the structure, organization and functioning of government, the organization of Cabinet and its committees, Ministerial mandates and responsibilities; transitions from government to government, ethics and accountability issues, and role of the Crown, the Governor General, as well as issues related to honours policy.

The Counsel to the Clerk of the Privy Council provides legal advice to the Prime Minister, the Privy Council Office secretariats and ministers in the PCO portfolio on a wide range of matters.

The Counsel to the Clerk of the Privy Council Secretariat also supplies advice on legal issues relating specifically to PCO's mandate. This includes matters relating to: exercise of statutory authority; preparation of draft legislation; confidentiality of Cabinet deliberations (Cabinet confidences); senior personnel issues; security and intelligence issues; federal electoral systems and initiatives; commissions of inquiry; litigation involving PCO; litigation with government-wide implications.

Office of the Advisor to the Prime Minister on Foreign and Defence Policy, and Deputy Secretary to the Cabinet

The Office of the Foreign and Defence Policy Advisor to the Prime Minister supports the Prime Minister in his dealings with other heads of government and heads of state. This involves a variety of tasks ranging from providing policy advice to handling correspondence and arranging visits to Canada and foreign travel. The Advisor also communicates directly, on behalf of the Prime Minister, with foreign government representatives in Canada and senior officials of foreign leaders' offices.

The Office also provides advice to Cabinet on major foreign policy and defence issues. In addition, it shares accountability with the National Security Advisor to the Prime Minister for the effective operation of the Cabinet Committee for Foreign Affairs and National Security. Two secretariats (Security and Intelligence and the International Assessment Staff) report through the

Foreign and Defence Policy Advisor to the National Security Advisor.

The Foreign and Defence Policy Secretariat works with the Department of Finance, the Treasury Board Secretariat, Foreign Affairs and International Trade Canada, the Canadian International Development Agency, and National Defence on key policy and related funding issues. It also participates in or coordinates interdepartmental work on issues related to Canada's international relations.

The Office of the Assistant Secretary to the Cabinet, Foreign and Defence Policy, is responsible for monitoring, coordinating and providing advice across the full spectrum of international issues.

The Office shares responsibility for the effective functioning of the Cabinet Committee for Foreign Affairs and National Security (FANS) with the Assistant Secretary to the Cabinet (Security and Intelligence).

The Security and Intelligence secretariat provides overall coordination and policy direction on security and intelligence issues. It also supports the Cabinet Committee on Foreign Affairs and National Security and the Deputy Minister Committee on National Security, which is chaired by the National Security Advisor to the Prime Minister.

Working closely with relevant departments and agencies, the secretariat manages a variety of security – and intelligence-related policy issues.

Within the secretariat, the Security and Intelligence Operations Division provides support and secretariat services to the Cabinet Committee on Foreign Affairs and National Security (FANS). In doing so, the Security and Intelligence Operations Division coordinates closely with the Foreign Affairs and Defence Secretariat with respect to foreign policy issues brought forward to the FANS committee for consideration. The Security and Intelligence Strategic Policy and Planning Division provides policy coordination across the intelligence community and supports the Advisory Council on National Security.

The Security Operations Division is responsible for ensuring the security of the Prime Minister, Cabinet and Cabinet confidences, as well as the personnel, information and assets of the Prime Minister's Office (PMO) and Privy Council Office. It coordinates the security of the parliamentary precinct. The division is responsible for PMO/PCO emergency management and preparedness

activities. It also advises departments and agencies on measures to ensure their readiness in enhanced threat situations.

The International Assessment Staff (IAS) reports to the National Security Advisor to the Prime Minister via the Foreign and Defence Policy Advisor. It maintains a team of analysts that provides the Privy Council Office and other senior government clients with original, policy-neutral political and economic assessments of foreign developments and trends that may affect Canadian interests. The International Assessment Staff also plays an interdepartmental coordinating role for the Canadian assessment community and helps foster and strengthen relationships with allied intelligence assessment organizations. The group acts as the secretariat to the Intelligence Assessment Coordinating Committee (IACC).

Office of the Deputy Secretary to the Cabinet, Senior Personnel and Special Projects

The Office of the Deputy Secretary to the Cabinet, Senior Personnel and Special Projects, supports the Prime Minister and the Clerk of the Privy Council in building a strong and competent public service. The Office provides advice and support on human resource management policies and services for the effective recruitment, selection, retention and management of Governor-in-Council appointees. This work focuses largely on deputy ministers, chief executive officers of Crown corporations and heads of agencies.

The Senior Personnel and Special Projects Secretariat works with other central agencies to ensure excellence in public service management and service delivery. The Secretariat also supports the Clerk in delivering key messages to the Public Service and in preparing the Clerk's Annual Report on the Public Service.

Office of the Deputy Secretary to the Cabinet, Public Service Renewal

The Office of the Deputy Secretary to the Cabinet, Public Service Renewal, supports the Associate Secretary to the Cabinet and the Clerk on public service renewal, in particular through research, analysis and planning. It works closely with the Senior Personnel and Special Projects Secretariat at Privy Council Office, and with the Canada Public Service Agency, the Treasury Board Secretariat, the Canada School of Public Service, and departments and agencies to undertake or arrange for the research and thinking needed to ensure

that the Public Service can serve the government and Canadians with excellence over the next few decades.

Audit and Evaluation

Audit and Evaluation is a key provider of assurance to support oversight of the department by the Clerk of the Privy Council as the head of PCO, and by the Treasury Board and the Comptroller General. The unit provides the Clerk with independent information on the effectiveness and adequacy of risk management, controls, and governance processes in the department, as well as on its business performance, so that decisions respecting public value can be taken by the department.

Office of the Assistant Deputy Minister, Corporate Services

The Office of the Assistant Deputy Minister, Corporate Services Branch, provides strategic and operational advice on all matters pertaining to corporate services and is responsible for overseeing the delivery of all related services. The Office also oversees the provision of certain advisory and administrative services to commissions of inquiry, committees, task forces and other independent agencies in the Prime Minister's portfolio.

The Office is responsible for providing administrative, financial and corporate planning, human resources, information, informatics and technical services to the Prime Minister's Office, the Privy Council Office and associated ministers' offices. Some of these services are also available to commissions of inquiry.

In addition to these standard services, the Corporate Services Branch responds to requests under the Access to Information Act and the Privacy Act. It also processes mail (excluding political and personal) addressed to the Prime Minister, the President of the Queen's Privy Council for Canada and Minister of Intergovernmental Affairs, and the Leader of the Government in the House of Commons.

Seven directorates support the Assistant Deputy Minister in this work.

The Administration Division oversees the provision of general administrative services in matters of accommodation, telecommunications, procurement and contracting, mail, messenger, and conference services, printing and graphics, and inventory management.

The Access to Information and Privacy Division manages the Department's administration of requests for records under the Access to Information Act and the Privacy Act. It also coordinates requests to written parliamentary questions, petitions and motions that have been referred to the Privy Council Office, and reports on its activities in the Access to Information and Privacy Annual Report to Parliament.

The Access to Information Office provides a reading room where the public may examine requested departmental records and view departmental manuals and publications related to access to information.

The Corporate Information Services Division oversees the provision of services and circulates policies, standards, strategies and tools to ensure the effective management of information and knowledge resources within the Privy Council Office.

The division also provides information services to Canadians through the management of correspondence sent to the Prime Minister and PCO ministers and the development and maintenance of PCO's Internet site, and by responding to telephone, mail and email inquiries about the department.

The Finance and Corporate Planning Division provides financial management and accounting services including financial planning and analysis, accounting operations, financial policies and systems, and corporate planning.

The Human Resources Division provides human resources services to management and employees within the Privy Council Office, the Prime Minister's Office and associated ministers' offices. The Human Resources Division develops and implements initiatives related to human resources modernization and organizational change within the Privy Council Office.

The Informatics and Technical Services Division oversees the provision of information technology services to support the Privy Council Office in discharging its mandate. The Informatics and Technical Services Division works closely with the Corporate Information Services Division to help PCO staff effectively manage information and knowledge within the Department.

Information Holdings

Program Records

Communications and Consultation (C&C)

Description: Consists of records in various formats which relate to the work of Communications and Consultation as described in the Organization section.

Topics: Announcements; Advertising; Communications; Public opinion research, advice.

Program Record Number: PCO C&C 50015

Counsel (CNSL)

Description: Consists of records in various formats which relate to the work of the Office of the Counsel to the Clerk as described in the Organization section.

Topics: Cabinet confidences; Commissions of Inquiry; Counsel; Draft legislation; Exercise of statutory authority; Federal electoral systems and initiatives; Legal advice; Legal issues; Legal operations; Litigation; Security and intelligence issues; Senior personnel issues.

Program Record Number: PCO CNSL 36500

Economic and Regional Development Policy (ERDP)

Description: Consists of records in various formats which relate to the work of the Economic and Regional Development Policy Secretariat as described in the Organization section.

Topics: Agriculture and agri-food; Climate change; Competition policy; Energy; Environment; Fisheries and oceans; Industry portfolio; Industry sectors; Infrastructure and communities; Inspection and enforcement of food safety and labelling issues; Investment; Major Crown procurement; Natural resources; Regional development; Science and technology; Telecommunications; Trade; Transport.

Program Record Number: PCO ERDP 50000

Foreign and Defence Policy (F&DP)

Description: Consists of records in various formats which relate to the work of the Foreign and Defence Policy Secretariat as described in the Organization section.

Topics: Cabinet Committee for Foreign Affairs and National Security; Defence; Defence policy; Development assistance; Environment; Foreign policy; Foreign travel; Human rights; International diplomacy; International law; International relations; Policy advice; Security; Trade and commerce.

Program Record Number: PCO F&DP 50001

Intergovernmental Affairs (IGA)

Description: Consists of records in various formats which relate to the work of Intergovernmental Affairs as described in the Organization section.

Topics: Cabinet committee support; Communications; Evolution of the federation; Federal-provincial-territorial relations; Federal-provincial-territorial strategies; First ministers' meetings; Fiscal and economic policy; fiscal federalism; Intergovernmental policy; Legal and constitutional affairs; Management of the federation; National unity; Parliamentary affairs; Policy advice; Policy analysis; Provincial analysis; Research; Sectoral analysis; Strategic planning; Territorial analysis.

Program Record Number: PCO IGA 50020

International Assessments (IAS)

Description: Consists of records in various formats which relate to the work of the International Assessment Staff as described in the Organization section.

Topics: Foreign developments; Intelligence assessment; Intelligence Assessment Coordinating Committee (IACC); Interdepartmental coordination; Political and economic assessments; Trends.

Program Record Number: PCO IAS 33500

Legislation and House Planning (L&HP)

Description: Consists of records in various formats which relate to the work of the Legislation and House Planning Secretariat as described in the Organization section.

Topics: Democratic and electoral reform; Government's responses; House of Commons; Legislation; Management of the Government's legislative program; Notices of motion for the production of papers; Parliamentary returns; Parliamentary written questions; Petitions; Senate.

Program Record Number: PCO L&HP 36500

Macroeconomic Policy (MEP)

Description: Consists of records in various formats which relate to the work of the Liaison Secretariat for Macroeconomic Policy as described in the Organization section.

Topics: Budget; Government departments; Macroeconomic policy; Policy advice.

Program Record Number: PCO MEP 50007

Machinery of Government (MOG)

Description: Consists of records in various formats which relate to the work of the Machinery of Government Secretariat as described in the Organization section.

Topics: Advice; Crown, Ethics and accountability, Governor General; Honours policy; Machinery of government, Ministerial mandates; Organization of Cabinet and Cabinet Committees; Prime Minister's prerogative; Structure and functioning of government; Transition.

Program Record Number: PCO MOG 38010

Operations

Description: Consists of records in various formats which relate to the work of the Operations Secretariats described in the Organization section.

Topics: Cabinet Committee for Operations; strategic communications; advertising; legislative and parliamentary strategy.

Program Record Number: PCO OPS 50005

Orders in Council (OIC)

Description: Consists of records in various formats which relate to the work associated with the Orders in Council process as described in the Organization section.

Topics: Cabinet shuffles; Canada Gazette; Governor General; Instruments of advice; Orders in Council; Registration and publication; Regulations; Statutory instruments; Submissions to Treasury Board; Swearing-in ceremonies; Treasury Board Cabinet Committee.

Program Record Number: PCO RAOIC 50003

Priorities and Planning (P&P)

Description: Consists of records in various formats which relate to the work of the Priorities and Planning Secretariat as described in the Organization section.

Topics: Budget; Cabinet; Cabinet committee support; Deputy ministers' meetings; Government departments; Planning; Priorities and Planning Cabinet Committee; Speech from the Throne;

Program Record Number: PCO P&P 50004

Security and Intelligence (S&I)

Description: Consists of records in various formats which relate to the work of the Security and Intelligence Secretariat as described in the Organization section.

Topics: Advisory Council on National Security; Cabinet Committee on Foreign Affairs and National Security (FANS); Counterterrorism; Deputy Minister Committee on National Security; Emergency management; Emergency preparedness; Intelligence; Intelligence community; Legislative architecture; National security; Parliamentary precinct; Policy advice; Policy coordination; Public safety; Security certificates; Security of personnel;

Security operations; Strategic policy and planning; Transportation security.

Program Record Number: PCO S&I 45700

Senior Personnel (SPSPS)

Description: Consists of records in various formats which relate to the work of the Senior Personnel and Special Projects Secretariat as described in the Organization section.

Topics: Annual Report on the Public Service; Appointments; Chief executive officers; Committee of Senior Officials (COSO); Compensation policy and operations; Deputy ministers; Diversity; Governor-in-Council appointees; Heads of agencies; Human resources management policies; Human resources modernization; Labour relations; Leadership development; Management agenda; Modern comptrollership; Official languages; Performance management; Pride and recognition; Public Service; Public Service human resource management; Recruitment and retention; Senior public servants.

Program Record Number: PCO SPSPS 8100

Social Development Policy (SDP)

Description: Consists of records in various formats which relate to the work of the Social Development Policy Secretariat as described in the Organization section.

Topics: Aboriginal affairs; Children; Citizenship; Corrections; Canada Revenue Agency; Culture; Employment insurance and related labour market measures; Health; Housing; Immigration; Income security; Justice and human rights; Labour relations; Multiculturalism; Official languages; Persons with disabilities; Policing; Post-secondary education; Public Safety; Seniors; Skills development; Sport; Status of women; Veterans Affairs.

Program Record Number: PCO SDP 50002

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Administration

Administration and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Finance

Human Resources

Lands

Occupational Health, Safety and Welfare

Official Languages

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Vehicles

Particular Personal Information Banks

Governor in Council Personnel Records

Description: This bank contains manual and computerized personnel information on current, former and possible incumbents of positions occupied by individuals appointed by the Governor in Council. Records include appointment information, classification level, education and employment history, pay, and superannuation data.

Class of Individuals: Governor in Council appointees and potential candidates for Governor in Council positions.

Purpose: The purpose of this bank is to support the requirements of the Senior Personnel and Special Projects Secretariat (SPSPS) in its role of identifying candidates, personnel planning, career development, performance ratings and salary reviews and maintenance of information on the Governor in Council appointments.

Consistent Uses: No use is made of personal information other than specifically related to supporting SPSPS in identifying candidates, terms and conditions, employment history, succession planning, performance ratings and compiling statistical information for parliamentary responses.

Retention and Disposal Standards: Records are retained for 30 years and, upon the date of the latest document, are transferred to the Library and Archives of Canada.

RDA Number: 69/075, 69/076, 92/004

Related PR#: PCO SPSPS

TBS Registration: 002548

Bank Number: PCO PPU 020

Professional Service Contract Files

Description: This bank contains data on personal service contracts issued on behalf of the Office of the Prime Minister, the Office of the President of the Privy Council for Canada, the Office of the Leader of the Government in the House of Commons, the Office of the Leader of the Government in the Senate, and the Privy Council Office, including Intergovernmental Affairs. It contains information such as the types of services provided, timeframes, curricula vitae, contractor profiles and the contracts and other supporting documentation.

Class of Individuals: Individuals engaged under service contracts with the above mentioned institutions.

Purpose: The purpose of this bank is to provide data on the volume, type and value of contracts.

Consistent Uses: The bank is used to prepare statistical information for reporting purposes.

Retention and Disposal Standards: Records are retained in the department for three years and then transferred to the Library and Archives of Canada for further retention and disposal in accordance with government policy.

RDA Number: 99/004

Related PR#: PCO ADM 912

TBS Registration: 002549

Bank Number: PCO PPU 015

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrong Doing in the Work-Place

Relocation

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Classes of Personal Information

Ministerial Correspondence and Enquiries

This class of information contains correspondence received by the Correspondence Services group from external organizations or individuals in the form of requests for information, complaints, opinions and comments. This information is retrievable only if specifics are provided concerning the subject and date of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Exclusion of Records

Under the Access to Information Act, Program Records referred to as confidences of the Queen's Privy Council for Canada are excluded from the provisions of the Act under section 69. These records are less than 20 years old.

It should be noted that Orders-in-Council are published in Part II of the Canada Gazette and are, therefore, records in the public domain. Similarly, public opinion information, deposited with the Library and Archives of Canada, is also considered to be in the public domain. Requests for these types of material should not be made under the provisions of the Access to Information Act.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Enquiries about the Privy Council Office may be directed to:

Privy Council Office
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Ottawa, Ontario K1A 0A3

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Facsimile: 613-057-5043

E-mail: info@pco-bcp.gc.ca

Internet: www.pco-bcp.gc.ca

Reading Room

In accordance with the Access to Information Act, an area on the premises has been designated as a public reading room. The address is:

85 Sparks Street, Room 411
Ottawa, Ontario

Public Health Agency of Canada

Chapter 143

The annual update for this institution was not received for inclusion in the 2007–2008 version of this Info Source publication. The following is from the 2006–2007 version of Info Source.

General Information

Background

The Public Health Agency of Canada (PHAC), as part of the federal health portfolio, has a mission to promote and protect the health of Canadians through leadership, partnership, innovation and action in public health. To assist Canadians in moving towards its vision of healthy Canadians and communities in a healthier world, the Agency is mandated to work in collaboration with its partners, to mobilize pan-Canadian action in preventing disease and injury, and to promote and protect national and international public health.

Responsibilities

The Agency achieves its objectives through leadership and partnership. Through work with provinces and territories, the Agency translates public health skills and knowledge into action across the public health spectrum, including promoting health, preventing infectious and chronic disease, and preparing for health-related emergencies.

PHAC is made up of four Branches, including two Laboratories, and has more than 1,600 staff contributing to the achievement of the Agency's mission. In addition to the National Capital Region, PHAC has a presence in the Atlantic, Quebec, Ontario and Nunavut, Manitoba and Saskatchewan, Alberta and Northwest Territories, and British Columbia and Yukon Regions.

PHAC's main areas of focus are: prevention of disease and injury and the promotion of health; federal leadership and accountability in managing public health emergencies; sharing Canada's expertise with the rest of the world, and applying international research and development knowledge to Canada's public health programs; strengthening intergovernmental collaboration on public health and facilitating national approaches to public health policy and planning; and playing a role in

Aboriginal public health issues along with Health Canada.

Legislation

- Department of Health Act, R.S.C. 1985, c. H-3.2
- Emergency Preparedness Act, R.S., 1985, c.6 (4th Supp.)
- Financial Administration Act, R.S.C. 1985, c. F-11
- Fitness and Amateur Sport Act, R.S.C. 1985, c. F-25
- Human Pathogens Importation Regulations, SOR/94-558
- Immigration Act, R.S. 1985
- Quarantine Act, R.S.C. 1985, c. Q-1
- Quarantine Act, S.C. 2005, c.20
- Quarantine Regulations, C.R.C., c.1368
- Queen Elizabeth II Canadian Research Fund Act, R.S.C. 1970, c. Q-1

Organization

Branches – Directorates – Laboratories

Health Promotion and Chronic Disease Prevention Branch

The following list outlines the Branches of PHAC: Infectious Diseases and Emergency Preparedness Branch, Strategic Policy, Communications and Corporate Services Branch, Public Health Practice and Regional Operations Branch.

The components of each Branch are described below.

Infectious Disease and Emergency Preparedness Branch (IDEP)

The Infectious Disease and Emergency Preparedness Branch is responsible for ongoing domestic surveillance, research, technical assistance, investigation, and response to infectious disease outbreaks and global disease events; maintaining a state of readiness to respond to public health emergencies; and policy and program development around the promotion,

prevention and protection of public health. IDEP leads PHAC's work around planning and coordinating pandemic influenza preparedness, and is responsible for the Canadian Pandemic Influenza Plan. The Plan maps out how Canada will prepare for, and respond to, an influenza pandemic, and has been developed through a collaborative process between federal, provincial, territorial, local and regional governments and non-government stakeholders.

Centre for Emergency Preparedness and Response (CEPR)

The Centre is Canada's central coordinating point for public health security issues. Its many responsibilities include developing and maintaining national emergency response plans for PHAC; monitoring outbreaks and global disease events; assessing public health risks during emergencies; contributing to keeping Canada's health and emergency policies in line with threats to public health security and general security for Canadians in collaboration with other federal and international health and security agencies; being responsible for the important federal public health rules governing laboratory safety and security, quarantine and similar issues; and being the health authority in the Government of Canada on bioterrorism, emergency health services and emergency response.

Centre for Infectious Disease Prevention and Control (CIDPC)

The Centre promotes improvement in the health status of Canadians in the area of infectious diseases through public health action. These actions include surveillance and epidemiology, risk analysis and risk management activities, health prevention and promotion, public health policy development, and outbreak response. CIDPC's objectives are to prevent and decrease the transmission of infectious diseases and to improve the health status of those infected. The Centre's program areas focus on key priority issues including: tuberculosis and other respiratory infections; HIV/AIDS and other sexually transmitted infections; hepatitis B and hepatitis C; foodborne and waterborne infections; pandemic influenza; health-care acquired infections; and emerging zoonoses. The Centre works in close partnership with Canada's provinces and territories, NGOs, healthcare workers and with international agencies to accomplish its mandate.

National Microbiology Laboratory (NML)

Located in the Canadian Science for Human and Animal Health (CSCHAH) in Winnipeg, NML is Canada's main public health laboratory with responsibility for the identification, investigation, control and prevention of disease. NML comprises of four programs: Bacteriology and Enterics, focusing on bacterial diseases such as tuberculosis and meningitis, along with food and water-borne pathogens such as E-Coli and salmonella and infections affecting the human nervous and/or motor system; Host Genetics and Prion Disease, dealing with transmissible spongiform encephalopathies such as Creutzfeldt-Jakob disease; Viral Diagnostics addressing a range of viral diseases including hepatitis and other blood-borne diseases, respiratory viruses, and viral exanthemata such as measles; and Zoonotic Disease and Special Pathogens dealing with viral, bacterial and rickettsial zoonoses (diseases transmitted to humans from other species) such as West Nile virus, along with Biosafety Level 4 agents such as Ebola. These Laboratories provide expert microbiological reference testing, surveillance, and outbreak investigation support to the public health network in Canada.

Laboratory for Foodborne Zoonoses (LFZ)

The Laboratory provides policy makers and other stakeholders with scientific information and advice on minimizing the risks of human illnesses arising from the interface between humans, animals and the environment, with special emphasis on infections due to enteric pathogens (intestinal disease-causing agents). Located in Guelph, Ontario, with satellite units in Lethbridge, Alberta, and St-Hyacinthe, Quebec, these locations provide opportunities for collaborative projects with universities, government agencies (federal and provincial), and public health and industry partners in delivery of the program objectives.

Health Promotion and Chronic Disease Prevention Branch (HPCDP)

Health Promotion and Chronic Disease Prevention Branch (HPCDP) is responsible for developing policies and programs that enhance and strengthen PHAC's strategic objectives of health promotion and chronic disease prevention.

Centre for Chronic Disease Prevention and Control (CCDPC)

The Centre is the national focal point for chronic disease prevention and control. Program activities are centered around three key strategic priorities: knowledge generation and dissemination; program development; and surveillance. Activities focus on building and disseminating the evidence based on best practices and lessons learned to support policies and programs for chronic disease prevention and control; facilitating the development of prevention, screening and early detection programs for chronic diseases by provinces/territories; providing project funding to community and support groups; contributing to the development and implementation of pan-Canadian integrated and disease-specific strategies; maintaining and enhancing an integrated surveillance system to assist in developing chronic disease policy; and providing a stimulus for international links in the area on chronic disease prevention and control.

Centre for Health Promotion (CHP)

Using a life stages approach, CHP is responsible for implementing policies and programs that enhance the conditions within which healthy development takes place. Through action founded on the principles of population and public health, CHP seeks to address the determinants of health and facilitate successful movement through the life stages. The Centre acts through programs addressing healthy child and adolescent development, healthy communities, families, including family violence, aging, physical health and injury prevention, work with the voluntary sector, and public information and education.

Transfer Payment Services and Accountability Division (TPSAD)

This division provides leadership, advice, coordination, and oversight to PHAC on issues related to performance measurement, evaluation, and grants and contributions management. The division also provides administrative services for the Population Health fund as well as a number of other grants and contribution funding programs. See funding program descriptions in the Information Holdings Program Records section of Info Source.

World Health Organization Collaborating Centre on Chronic Disease Policy (WHOCC)

The WHOCC supports chronic disease policy development and implementation activities in Canada and with other WHO Member countries, more specifically in the Americas and Europe. The WHO Collaborating Centre is an internationally-recognized centre of expertise in chronic disease policy development and implementation and has links with a variety of international organizations and networks. The WHO Collaborating Centre provides strategic leadership in developing integrated policies for the prevention and control of chronic diseases in Canada, in partnership with provinces and NGOs, and also in advancing the global chronic disease prevention agenda in collaboration with the WHO. The WHO Collaborating Centre supports the WHO Network of Countries (CINDI – Countrywide Integrated Non Communicable Disease Intervention and CARMEN – Conjunto de Acciones para la Reducción Multifactorial de las Enfermedades No-transmisibles) programs in chronic disease policy and program development, analysis, implementation and dissemination.

Strategic Policy, Communications and Corporate Services Branch (SPCCS)

The Strategic Policy, Communications and Corporate Services Branch supports the Agency in its day-to-day operations as well as around long-term planning and policy development.

The Branch provides a senior-level focus on the provision of integrated and coordinated strategic direction and communications advice to realize the Agency's priorities and commitments and on the effective and efficient delivery of Agency corporate services and sound operational management in both the Winnipeg and Ottawa pillars.

The SPCCS Branch's responsibilities include: the provision of strategic policy advice and coordination; managing policy partnerships and development with stakeholders including provinces and territories and international organizations; managing the Agency's communication plans and strategies; delivering comptrollership functions (including planning and reporting) to assure probity, value for money and compliance with applicable federal legislation and policies; providing human resources advice and services, information management and information technology expertise and leadership, and asset management services (including safety and security).

Public Health Practice and Regional Operations Branch (PHPRO)

Public Health Practice and Regional Operations Branch is responsible for providing strategic advice and direction to support cross-jurisdictional human resources capacity, effective dissemination of knowledge and information systems, and a public health law and policy system that evolves in response to changes in public needs and expectations. In addition, the branch is responsible for building the regional capacity of PHAC.

Office of Public Health Practice (OPHP)

The Office of Public Health Practice (OPHP) collaborates with internal and external partners to support effective Public Health Practice on the development, maintenance and use of health surveillance information, tools and skills to increase the capacity of public health professionals and decision makers across Canada, which enables them to protect the health of Canadians through timely and informed decision making. The Office provides coordination and strategic vision for the development of workforce capacity and public health law policies in Canada and develops, maintains and strengthens relationships with local/regional, provincial/territorial and federal governments as well as non-governmental organizations and academia. With its partners, the Office jointly addresses cross-cutting issues in public health practice in Canada and internationally.

Regional Presence

The Public Health Agency of Canada includes a Canada-wide infrastructure of six regional offices and the Northern Secretariat. Agency Regional Offices include Atlantic region, Quebec Region, Ontario and Nunavut Region, Manitoba and Saskatchewan Region, Alberta and Northwest Territories Region and British Columbia and Yukon Territory Region.

The key functions of the Agency Regional Offices (AROs) include delivery of Agency Grants and Contribution Programs, research and knowledge development, policy analysis and input, public health capacity building, public and professional education, knowledge transfer, emergency preparedness and evaluation. The following Grant and Contribution programs support the work of non-profit, community-based organizations in addressing public health issues: Aboriginal Head Start; AIDS Community Action Program;

Canada Prenatal Nutrition Program; Community Action Program for Children; Population Health Fund; Hepatitis C Disease Prevention; Canadian Diabetes Strategy.

AROs are strategic focal points to deal with population and public health issues at the regional level. They collaborate closely with provincial/territorial and municipal governments, Regional Federal Councils, NGOs, regional and local networks, academia, the private sector, and the Canadian public.

Office of the Director General, Regions

Regional Directors report to the Director General, Regions. The position of Director General, Regions (DGR) is unique to the Public Health Agency of Canada. The DGR leads and coordinates activities which advance and enhance the work of AROs and is responsible for ensuring they contribute to the overall success of the Agency. In addition, the DGR develops and implements strategies which promote greater coherence in regional operations and which strengthen relationships between regions and centres in Ottawa.

Information Holdings

Program Records

Aboriginal Head Start Initiative

Description: Aboriginal Head Start Initiative (AHS) is an early intervention strategy which addresses the needs of young Aboriginal children 0–6 living in urban centres and large northern communities. Projects are locally controlled and administered by Aboriginal non-profit organizations with programs designed to meet the spiritual, emotional, intellectual and physical needs of the child.

Topics: Aboriginal children; culture and language; education; health promotion; nutrition; social support programs; parental involvement.

Program Record Number: PHAC 008 430

Arthritis and Other Rheumatic Conditions

Description: Coordination of a national approach to the surveillance, prevention and effective management of arthritis and other rheumatic conditions in Canada. An external expert advisory group has been established to advise PHAC on the planning, development, use, and evaluation of high quality, timely surveillance information designed to guide and evaluate decisions about arthritis and other rheumatic conditions policies, programs, services, education and

research. Membership includes academia, health professional organizations, NGOs, provincial/territorial governments, the Canadian Institute for Health Information and Statistics Canada.

Topics: Arthritis; rheumatic conditions; health determinants; risk factors; quality of life; diagnosis; disease management.

Program Record Number: PHAC 008 500

Blood Safety Surveillance and Health Care Acquired Infections Division

Description: This division's mission is to prevent, reduce and contain the risk of acquiring health-care associated infections for people who encounter, use or work in the Canadian public health and health care systems. It fosters and engages in partnerships and networks to perform public health activities such as surveillance, risk analysis, policy analysis, and targeted research and dissemination of various communication products. The current priorities are the nosocomial and occupational infections projects and the blood safety surveillance network.

Topics: Infection Control Guideline Program; transfusion-transmitted injuries and infections; transplantation of tissues and organs; blood-borne hepatitis (B and C).

Program Record Number: PHAC 008 401

Breast Cancer

Description: The Canadian Breast Cancer Initiative (1993-1998) and the Renewed Canadian Breast Cancer Initiative (1998-2003) are departmentally-led initiatives that involve working in partnership with key stakeholders from the provincial and territorial governments, health professionals, care providers, associations, researchers, educators, consumers and support groups, the private sector, and women affected by breast cancer. The goals of the initiative are to reduce both the incidence of breast cancer in Canada and the mortality rate, and to improve the quality of life of those directly and indirectly affected by breast cancer from prevention to palliative care. The Renewed Initiative works through five linked components: the Canadian Breast Cancer Research Initiative; Prevention, Early Detection and Quality Screening; Surveillance and Monitoring; Enhancing Quality Approaches to diagnosis, Treatment and Care; Community Capacity Building; and Evaluation and Coordination.

Topics: Breast cancer (prevention; screening; early detection; quality management; treatment and care; support; advocacy).

Program Record Number: HCan 008 260

Canada Prenatal Nutrition Program (CPNP)

Description: Canada's Prenatal Nutrition Program (CPNP) is a program which funds community-based coalitions and agencies to establish, deliver or enhance services for at-risk pregnant women in order to improve birth outcomes. CPNP is targeted at pregnant women most likely to have unhealthy babies because of poor health and nutrition.

Topics: Prenatal nutrition; prenatal care; lifestyle counselling.

Program Record Number: PHAC 008 435

Canadian Breast Cancer Screening Database (CBCSD)

Description: The CBCSD is a national breast screening surveillance system designed to facilitate monitoring and evaluation of organized screening programs across Canada. Established in 1993, it is operated and maintained by the Chronic Disease Management and Control Division, and Chronic Disease Surveillance Divisions in the Centre for Chronic Disease Prevention and Control. In addition to demographic data (such as age, ethnicity, place of residence) and risk-factor profile data (such as parity, gravidity, family cancer history) for each consenting client, the database records details pertaining to all screening episodes occurring within the programs. Diagnostic databases and provincial cancer registries are linked to the CBCSD to provide diagnostic outcome data for abnormal screens.

Topics: Breast screening surveillance.

Program Record Number: PHAC 008 261

Canadian Field Epidemiology Program (CFEP)

Description: This program responds to requests for epidemiologic assistance by provinces, territories and other federal partners. Field Epidemiologists assist in investigations of risk factors, etiologies and effectiveness of control measures for communicable and non-communicable diseases, environmental health and chronic disease. Data collection is done on behalf of the requester, and all data are returned to the requester at the end of the investigation. Field Epidemiologists also evaluate surveillance systems to assess the capacity to translate data into public health action. Such evaluations are done within the jurisdiction of their placements, and the data generated and/or evaluated remain the custody of the workplace. The Program also offers training modules for public health professionals at all levels of public health practice in Canada. CFEP training modules cover topics including: advanced epidemiology and statistics as they relate to applied epidemiology

(outbreak investigation, surveillance); practical field studies; professional communication, etc.

Topics: Infectious diseases; chronic diseases; environmental health; training; surveillance.

Program Record Number: PHAC 008 108

The Federal Initiative to Address HIV/AIDS in Canada

Description: The Federal Initiative to Address HIV/AIDS (FI) in Canada, which is a partnership of the Public Health Agency, Canadian Institutes of Health Research, and Correctional Service Canada, signals a renewed and strengthened federal role in the Canadian response to HIV/AIDS. The FI builds on lessons learned from past strategies and moves towards the development of a fully integrated federal government approach to HIV/AIDS.

Topics: HIV/AIDS.

Program Record Number: PHAC 008 290

Cancer

Description: The Cancer Coordination Section of the Chronic Disease Management Division develops and conducts cancer surveillance programs which address issues across the lifecycle of cancer ranging from the underlying causes of cancer to access to palliative care. The outcome of these programs will provide measurement tools needed to assess needs, priorities and progress in cancer prevention and control through the creation and strengthening of Canadian information and intelligence on determinants of cancer, impact and trends, and population access to effective interventions.

Topics: Cancer; air quality; climate change and health; contaminated sites; environmental contaminants noise; radiation; water quality; legislation and guidelines.

Program Record Number: PHAC 008 100

Cardiovascular Disease

Description: The Chronic Disease Prevention Division of the Centre for Chronic Disease Prevention and Control has the lead role for cardiovascular disease. This includes the overall coordination for the prevention and control of cardiovascular diseases, as well as limited surveillance and data interpretation (in cooperation with the Chronic Disease Surveillance Division as well as the Chronic Disease Evidence & Risk Assessment Division). The Public Health Agency of Canada was integrally involved in a number of initiatives, including The Canadian Heart Health Initiative (CHHI) and the Cardiovascular Action Plan. PHAC helped to establish a coalition for the

prevention and control of hypertension with a focus on high blood pressure as part of an integrated screening approach with the development of comprehensive screening policies. The division was also a partner in the development of The Growing Burden of Heart Disease and Stroke in Canada 2003. The report examines the prevalence of cardiovascular risk factors – smoking, physical inactivity, being overweight, high blood pressure and diabetes – and also makes policy recommendations on how to address the growing burden presented by heart disease and stroke.

Topics: Cholesterol; high blood pressure; diabetes; tobacco use; physical inactivity; obesity; modifiable risk factors for cardiovascular disease.

Program Record Number: PHAC 008 265

Community Action Program for Children (CAPC)/Canada Prenatal Nutrition Program (CPNP) National Projects Fund

Description: The purpose of the fund is to finance initiatives that will support the objectives of CAPC/CPNP programs and directly benefit CAPC and CPNP projects across Canada. The National Projects Fund will allow national, regional or local organizations to undertake specific, short-term initiatives in support of activities that generate knowledge and action about children, families and the role of the community in supporting families.

Topics: Prenatal nutrition; children; family supports; Fetal Alcohol Syndrome (FAS); Francophone projects outside Quebec.

Program Record Number: PHAC 008 436

Centres of Excellence for Children's Well-being

Description: The Centres of Excellence for Children's Well-being program was created with a mandate to improve Canadians' understanding of, and responsiveness to, the physical and mental health needs of children and the critical factors for healthy child development. Each of the four centres focuses on a different issue associated with child and youth well-being: child welfare; early childhood development; special needs; and youth engagement. Each centre is responsible for: collecting and analysing data, conducting original research, providing policy advice, disseminating information, and developing networks of individuals and groups who are working on the same issue.

Topics: Children; early child development; health; youth engagement; disabilities; special needs; child welfare; child and youth centred communities; policy issues, research.

Program Record Number: PHAC 008 338

Cervical Cancer

Description: The Cervical Cancer Prevention Network (CCPN) is a network of federal, provincial, territorial and non-governmental representatives which has been established to foster the development of provincially based organized quality screening programs in Canada and the development and use of information systems to enable monitoring and evaluation of the programs through the activities of three working groups: the Quality Management Working Group, the Recruitment Working Group, the Information Systems Working Group.

Topics: Cervical cancer (prevention; screening, early detection).

Program Record Number: PHAC 008 333

Chronic Disease Knowledge Exchange

Description: This Program focuses on the development of various chronic disease information products combining, synthesizing and packaging knowledge for end-users, that are both understandable and usable. Types of activities include evaluations, environmental scans, needs assessments, literature and structured reviews. Key to this process are ongoing consultations with provinces and territories, non-government and professional organizations, research agencies and other key organizations relevant to chronic disease and public health.

Topics: Chronic diseases (needs assessment; survey; evaluation).

Program Record Number: PHAC 008-501

Chronic Disease Prevention

Description: The Chronic Disease Prevention Division is a member of the Chronic Disease Prevention Alliance, an alliance of non-governmental organizations and government agencies, who share a common vision for an organized, coordinated system of chronic disease prevention for Canada. The division also participates as a member of the Primary Prevention Action Group of the Canadian Strategy for Cancer Control. This group's mandate is to promote the creation of a national/provincial/territorial and local community primary prevention system to address population-based risk factors for cancer and other chronic diseases by collaborating with chronic disease constituencies. The division also leads on an intra-departmental working group on nutrition, physical activity and healthy weights for the prevention of chronic disease that seeks to maximize collaborative efforts in the areas of chronic disease prevention.

Topics: Chronic diseases (prevention; needs assessment); community empowerment.

Program Record Number: PHAC 008 295

Chronic Disease Risk Assessment

Description: The Chronic Disease Risk Assessment program focuses on identifying, generating, collecting, evaluating, synthesizing, translating and sharing the evidence on established and emerging risk factors, protective factors and determinants for chronic disease, as well as their burden in the Canada population. The program contributes to the information-base for the development of policies, programs and strategies aimed at preventing chronic diseases and reducing their burden. Studies of key chronic diseases are conducted using various primary and secondary data sources. The program also conducts systematic reviews and or meta-analyses of key risk factors when needed to obtain best agreed upon measures of risks. An inventory of evidence on chronic disease risk factors is being developed for use by practitioners and policy makers.

Topics: Chronic disease; cancer; cardiovascular diseases; diabetes; mental illness.

Program Record Number: PHAC 008-502

Chronic Respiratory Diseases

Description: Coordination of a national approach to the prevention and effective management of chronic respiratory disease in Canada. An external expert advisory group has been established to advise the Public Health Agency of Canada on the planning, development, use, and evaluation of high quality, timely surveillance information designed to guide and evaluate decisions about chronic respiratory disease policies, programs, services, education and research. Membership includes academia, health professional organizations, NGOs, provincial/territorial governments, local/regional public health, the Canadian Institute for Health Information and Statistics Canada.

Topics: Asthma; Chronic Pulmonary Obstructive Disorder (CPOD); respiratory disease; disease prevention and management.

Program Record Number: PHAC 008 317

Community Action Program for Children

Description: Information on Community Action Program for Children (CAPC), a targeted program which funds community based coalitions and agencies to establish and deliver services to meet the developmental needs of children, ages 0 to 6, and their families living in conditions of risk; also information and reports on the evaluation of CAPC-funded projects.

Topics: Parent training and support; child injury, child development, child health; prevention of abuse and neglect.

Program Record Number: PHAC 008 337

Demonstration Projects

Description: The Demonstration Projects program provides an opportunity to support and rigorously assess the implementation of strategies for integrated chronic disease prevention and control efforts through the application of standard scientific and evaluation assessment approaches. It spans the key functions of promotion, prevention, early detection and management. It is intended to enhance our understanding of best methods for the implementation of health promotion and chronic disease prevention and control programs identified as, but not limited to, best practices.

Mainly aimed at provincial and territorial initiatives, a series of demonstration sites will be supported across the country. Each site will be required to set targets and then scientifically evaluate their progress towards their achievement. Through the knowledge that is developed over time and through other components of chronic disease prevention and control strategies, such as surveillance and community programming, new sites will build on existing systems, infrastructure and program successes.

Topics: Chronic disease strategies; diabetes; cardiovascular disease; cancer; key risk factors.

Program Record Number: PHAC 008-503

Diabetes

Description: The Centre for Chronic Disease Prevention and Control (CCDPC) is responsible for delivering three of the four components of the Canadian Diabetes Strategy (CDS). The four components are: Prevention and Promotion; National Coordination; National Diabetes Surveillance System; and the Aboriginal Diabetes Initiative B, the latter of which is under the purview of the First Nations and Inuit Health Branch (FNIHB) of Health Canada. The major goals of the Canadian Diabetes Strategy are to address the health concerns of diabetes for the entire Canadian population, with prevention and promotion as major elements; working in partnership to increase awareness and education of diabetes, its complications and major risk factors; share best practices; coordinate and lead diabetes efforts nationally; and assist community based prevention projects. Building on the foundation of the first six years of the CDS, a new direction for the enhanced CDS will be to target populations who are at a higher risk of developing type 2 diabetes. The focus will be

on diabetes prevention through integrated action on diabetes and its risk factors, and supporting platforms for the early detection and management of the disease. This new approach will focus on individuals who have pre-diabetes; are overweight or obese; are over age 40; have high blood pressure and/or high blood cholesterol; have a family history of diabetes; and, are of certain high-risk ethnic populations.

Topics: National Diabetes Surveillance System; Aboriginal Diabetes Initiative; Canadian Diabetes Strategy; Aboriginal diabetes; type 2 diabetes; blindness; nutrition; obesity and physical activity.

Program Record Number: PHAC 008 331

Division of Aging and Seniors

Description: Serves as the centre of expertise and focal point for information in areas pertaining to healthy aging and seniors. It promotes meaningful participation of seniors in federal decisions and activities that affect them. Activities include: providing advice and supporting policy development; conducting and supporting research and education activities; encouraging innovative means of improving the health of seniors in situations of risk and in preventing situations of risk from developing; and providing operational support to the National Advisory Council on Aging.

Topics: Aging; seniors; National Advisory Council on Aging.

Program Record Number: PHAC 008 259

Division of Aging and Seniors & National Advisory Council on Aging

Description: Group of citizens set up to help and advise the Minister of Health on issues of aging and the quality of life of seniors.

Topics: Aging; seniors; seniors' quality of life.

Program Record Number: PHAC 008 095

Division of Childhood and Adolescence

Description: The division serves as a centre of expertise, leadership and coordination within the federal government and the Public Health Agency of Canada for issues, activities and programs concerning children and youth. The division is a focal point for policy development, research and strategic analysis of trends regarding the broad determinants of health for children and youth in Canada.

Topics: Children; adolescents; healthy pregnancy; healthy child development; early child development; children's rights; parenting.

Program Record Number: PHAC 008 339

Early Child Development

Description: The Government of Canada increased transfers to the provinces and territories to build on existing services and supports that promote early childhood development. Provincial and territorial governments have agreed to use this increased funding to: promote healthy pregnancy, birth and infancy; improve parenting and family supports; strengthen early childhood development, learning and care; and strengthen community supports. All governments agreed to report publicly on their progress, and on how children are faring, which will allow governments, and Canadians, to track progress in improving the well-being of young children. Governments have also agreed to work together on research and knowledge on Early Childhood Development (ECD) and to share information on effective practices to improve child outcomes. Information on the expenditures of federal departments and agencies related to ECD.

Topics: Early childhood development; child welfare; indicators; health; inter-governmental issues; social policy; healthy pregnancy; maternity care; parenting; breastfeeding.

Program Record Number: PHAC 008 336

Economic Modelling & Analysis

Description: The Economic Modelling and Analysis Program undertakes activities aimed at estimating and describing the economic burden of chronic diseases, the economic impact and cost benefit of interventions aimed at reducing their burden. Ongoing projects focus on developing methodologies for and implementing analysis and modelling techniques for chronic diseases and their complications in a Canadian context that can be used for designing and evaluating intervention strategies, and their cost-effectiveness. These analyses are based on various provincial, national and international data sources on health status and health services for chronic disease. These activities will provide economic information needed by policy makers, health administrators and other key stakeholders for decision-making around chronic disease and their interventions.

Topics: Economic modelling and analysis; diabetes; cardiovascular disease; cancer; prevention; early detection; interventions.

Program Record Number: PHAC 008-504

Emergency Services

Description: Information on the functions of this planning and coordinating body for cases of national emergency. Central capability is achieved by interdepartmental orientation and the continual updating of Health Canada's public

health emergency health plans, training programs and exercise activities; coordination with the planning, training and exercise programs of other departments through Public Safety and Emergency Preparedness Canada, the Solicitor General of Canada and others; coordination with provincial emergency health services and emergency social services through the Committee of Emergency Social Services Directors and the Federal/ Provincial/Territorial Network.

Topics: Stockpile of health supplies and equipment; natural and human-caused emergency planning; assistance to provincial and municipal governments; training courses on emergency planning and survival; Committee of Emergency Social Services Directors; Federal/ Provincial/ Territorial Network.

Program Record Number: PHAC 008 255

Evidence and Information for Chronic Disease Policy Division

Description: Responsible for translation of scientific information into policy for chronic diseases, planning and evaluation of policy and programs, and dissemination of information and liaison with stakeholders in practice, policy and research.

Topics: National consortium for best practices in chronic disease prevention and control; intervention strategies for chronic diseases.

Program Record Number: PHAC 008 267

Fetal Alcohol Syndrome/Fetal Alcohol Effects (FAS/FAE)

Description: Federal funds have been allocated to enhance FAS/FAE activities related to: public awareness and education; training and capacity development early identification and diagnosis; coordination; surveillance; and a strategic project fund administered by the Population Health Fund. The Public Health Agency of Canada, through its national and regional offices, works in collaboration with Provincial/ Territorial governments, a National Advisory Committee, a National First Nations and Inuit CPNP/FAS/E Steering Committee, and other federal departments on various FAS/FAE activities.

Topics: Healthy pregnancy; Fetal Alcohol Syndrome/Fetal Alcohol Effects (FAS/FAE).

Program Record Number: PHAC 008 271

Foodborne, Waterborne and Zoonotic Infections Division

Description: This division implements an enhanced regionally-based capacity to conduct surveillance (data collection, analysis, interpretation, dissemination) and investigation of

(a) food and waterborne diseases and (b) zoonotic diseases (diseases in domestic and wild animals relevant to human health). This work includes maintaining and developing a national food and water safety surveillance system and providing national leadership to improve enteric disease surveillance. The division also investigates and coordinates investigations of food borne and waterborne disease outbreaks across Canada and provides guidance and direction, as requested, by the Provincial Health Authorities; facilitates and coordinates risk analysis and risk management activities with international, federal, provincial and local partner organizations; conducts, supports and coordinates targeted research in critical areas; and identifies emerging threats to the health and safety of Canadians.

Topics: Drinking water; health care utilization for gastrointestinal illness; salmonella typhimurium; acute gastrointestinal illness; West Nile Virus.

Program Record Number: PHAC 008 402

Geographic Information Systems (GIS)

Description: The GIS Infrastructure provides GIS services tailored to the Canadian public health community. Our approach is to work with public health professionals to make available GIS resources and information that support their spatial information needs and continuing education opportunities. The GIS Infrastructure has developed two key tools that are currently being used nationally in the public health community: The Map and Data Exchange (MaDEx) and the Public Health Map Generator (PHMG). MaDEx is a web-based forum that allows for collaboration, networking, and sharing of information and expertise amongst Canadian public health professionals. It is also used to provide data, news and GIS support. The PHMG is an on-line mapping tool developed to meet the needs of public health professionals who do not have GIS expertise or software, but want to quickly map and visualize their own health data.

Topics: Geographic Information Systems (GIS); Public Health GIS; Map and Data Exchange (MaDEx); Public Health Map Generator (PHMG).

Program Record Number: PHAC 008 505

Health Promotion

Description: Since the mid-1990s, the Government of Canada has adopted a population health approach to health promotion. Health promotion includes five key strategies: building healthy public policy; creating supportive environments; strengthening community action; developing personal skills; and reorienting health services.

Three of these strategies – building healthy public policy, creating supportive environments and reorienting health services – are better addressed from a population health's systematic approach and responding to new evidence on the role played by the broad range of social, economic and environmental determinants in improving overall health.

Topics: Determinants of health; child health; healthy pregnancy and infancy; injury prevention; mental health; national clearinghouse on family violence physical activity; rural health; seniors health.

Program Record Number: PHAC 008 276

Health Surveillance Coordination Committee (HSCC)

Description: The Health Surveillance Coordination Committee brings together members from all Centres and Directorates of the Public Health Agency of Canada as well as units at Health Canada that are involved in health surveillance. HSCC meets on a monthly basis to promote, share, minimize duplication of effort, promote standards, and provide advice with regards to health surveillance and its activities.

Topics: Health surveillance.

Program Record Number: PHAC 008 506

Health Surveillance and Epidemiology

Description: This division, in partnership with diverse stakeholders (government agencies, non-governmental organizations, academic centres, international agencies) conducts national surveillance of selected child and reproductive health issues including data collection, analysis and response. Response activities include information dissemination, policy development, prevention/intervention programs and targeted epidemiologic risk assessment studies.

Topics: Maternal and infant health surveillance and epidemiology; injury surveillance and epidemiology; child maltreatment surveillance and epidemiology.

Program Record Number: PHAC 008 172

Healthy Child Development

Description: The focus is on healthy child development with an emphasis on the determinants of health, including physical, social, economic and mental/emotional health and well-being, family support, healthy, safe and non-violent environments, and international treaties and obligations such as children's rights.

Topics: Children's rights; UN Convention on the Rights of the Child; mental health; media literacy; children's environmental health; injury prevention; active living; healthy eating; parent support and

education; international treaties dealing with children.

Program Record Number: PHAC 008 171

Hepatitis C Prevention, Support and Research Program

Description: The Hepatitis C Prevention, Support and Research Section designs, develops, implements and supports projects that contribute to the prevention of hepatitis C infection; supports people infected with or affected by the disease; and increases public awareness about hepatitis C. In addition, the Community Acquired Infections Division provides the focal point for ensuring a coordinated and integrated federal public health response to hepatitis C.

Topics: Hepatitis C (prevention, detection).

Program Record Number: PHAC 008 507

HIV/AIDS Policy, Coordination and Programs Division

Description: The HIV/AIDS Policy, Coordination and Programs Division serves as the focal point for the Public Health Agency of Canada Federal Initiative to Address HIV/AIDS in Canada (FI). The Division provides national expertise on key activities under the FI such as: Accountability and evaluation, program development and evidenced-based interventions, external and government relations, vulnerable populations, and knowledge and awareness.

Topics: HIV/AIDS (prevention, care, treatment, support; government relations).

Program Record Number: PHAC 008 405

Immunization and Respiratory Division

Description: The aim of the division is to prevent, reduce or eliminate vaccine preventable and infectious respiratory diseases; reduce the negative impact of emerging and re-emerging respiratory infections and maintain public confidence in immunization programs in Canada. In partnership with provinces and territories, the division is responsible for the national surveillance of vaccine preventable and infectious respiratory diseases, including influenza, surveillance of and response to adverse following immunization events and monitoring of immunization status, including supporting the development of immunization registries in Canada. It provides scientific and administrative support to the National Advisory Committee on Immunization and Pandemic Influenza Committee. The division also investigates and coordinates investigations of vaccine preventable and infectious respiratory disease outbreaks across Canada, identifies and

communicates emerging vaccine-preventable and infectious respiratory disease threats to Canadians, establishes national disease reduction goals, and provides guidance and direction, when requested, by provincial or territorial public health authorities when outbreaks of vaccine preventable or infectious respiratory diseases occur in individual jurisdictions. Through the Canadian Immunization Committee, the division also leads the implementation of the National Immunization Strategy to conduct, support, and coordinate applied public health research in the areas of immunization and infectious respiratory disease; ensure best value for vaccines and the long-term security of vaccine supply and provides public and professional education events and materials. The division collaborates with other national governments and international organizations to prevent and control vaccine preventable and infectious respiratory diseases.

Topics: National Advisory Committee on Immunization and Pandemic Influenza; National Immunization Strategy; basic immunology; immunization; vaccine safety; influenza programs; pandemic influenza; vaccine-preventable diseases.

Program Record Number: PHAC 008 404

Infectious Diseases

Description: Surveillance for and research on the epidemiology of infectious diseases directed at identification and quantification of risks, assessment of proposed prevention strategies and evaluation of existing surveillance, prevention and control activities. Coordination of a network of scientific experts, public health officials and advisory committees/working groups to develop guidelines/recommendations for selected topics and to investigate diseases of provincial and/or national importance. Furthermore, the Blood-Borne Pathogens Division is involved in blood safety and xenotransplantation issues pertaining to transmission of infectious, chronic and degenerative diseases.

Topics: Immunization; food borne; waterborne and enteric diseases; nosocomial and occupational infections; respiratory diseases; blood borne pathogens; xenotransplantation; blood safety.

Program Record Number: PHAC 008 132

Information Sharing Initiative

Description: The Information Sharing Initiative supports efforts of the Pan-Canadian Public Health Network to improve the architecture for the efficient sharing of information for public health purposes. This includes the development of principles and tools for sharing information to assist public health

professionals in making strategic decisions about improving the management of health information, and that will assist PHAC in establishing common rules and tools for information sharing and management practices. Explicit information-sharing agreements will contribute to the timely, effective management of public health risks and of emergencies such as pandemics.

Topics: Pan-Canadian Health Network; health emergencies; pandemics.

Program Record Number: PHAC 008 508

Intellectual Property Office

Description: The Office of Public Health Practice's (OPHP) Intellectual Property Office develops strategies, policies and procedures concerning all Intellectual Property (IP) issues that are related to both Canadian and international public health practice. The IP Office also provides specialized information and advice on IP issues for public health professionals and decision makers. Together with the IP Office at the National Microbiology Laboratory, which is responsible for IP protection and licensing activities across PHAC, the OPHP IP Office works to address IP issues with an impact on the Agency and its mission.

Topics: Intellectual property (IP); National Microbiology Laboratory.

Program Record Number: PHAC 008 509

Mental Health Promotion

Description: The overall goal of the Mental Health Promotion Unit is to integrate mental health promotion principles in healthy public policy, and to facilitate research, knowledge development, evaluation, and innovative projects which promote and improve mental health and well-being, within a variety of environments.

Topics: Mental health; mental health promotion practices; youth empowerment; community empowerment; suicide prevention; international network for mental health promotion.

Program Record Number: PHAC 008 270

Mental Illness

Description: A new report on mental health and mental illness in Canada, expected in Fall 2006 (updates the 2002 Report on Mental Illnesses in Canada) will help to raise awareness of, and educate the public on these common and important health issues. The Division is also exploring the establishment of mental health surveillance with provinces, territories, private sector partners and stakeholders to improve the quality and availability of information to support

evidence-based decision making for mental health services and programming.

Topics: Mental illness; mental illness surveillance.

Program Record Number: PHAC 008 510

Microbiology

Description: The National Microbiology Laboratory provides expert microbiological reference testing, surveillance and outbreak investigation support to the public health network in Canada. The National Microbiology Laboratory is a key element in Canada's preparedness for biologic terrorism and other infectious diseases emergencies. In addition, the National Microbiology Laboratory operates six External National Reference Centres on a cost-sharing basis with the Provinces. These centres include Parasitology (Serology), Mycology, Yersinia, Streptococcus, Rabies and Epstein Barr Virus.

Topics: Listeriamonocytogenes in foods; moulds; mycotoxins in foods; campylobacter jejuni in foods; bacterial foodborne pathogens-Listeria; campylobacter; fresh-cut produce; molecular typing.

Program Record Number: PHAC 008 180

Middle Childhood and Adolescence

Description: The focus is on research, knowledge development and dissemination, consensus building and policy development activities, focused primarily on the middle childhood and adolescence (6 to 18) stages of development, both nationally and internationally. Include supporting opportunities and choices for youth and intersectoral collaboration with communities, governments and the private sector and information on the health behaviours in school-aged children survey and models, such as the School Health Model and Comprehensive School Health.

Topics: Adolescent engagement and empowerment; Comprehensive School Health; School Health Model; Health Behaviours in School-Aged Children Survey; identity development; adolescent attachment.

Program Record Number: PHAC 008 182

National Children's Agenda

Description: The National Children's Agenda (NCA) – a cooperative effort by federal, provincial and territorial governments – was established to ensure that all Canadian children have the best opportunity to develop their potential. The governments' 'shared vision' of the agenda includes goals for all Canadian children: to be healthy (physically and emotionally), safe and secure, successful at learning, socially engaged

and responsible. The vision also identifies six areas in which collaboration by governments could enhance child well-being: enhancing early child development; supporting parents and strengthening families; improving income security for families; providing early and continuous learning experiences; promoting healthy adolescent development; and creating safe, supportive and violence-free communities. Working together, the governments of Canada are making progress in two important areas: fighting child poverty (through the National Child Benefit) and promoting early childhood development (through the Early Childhood Development Initiative).

Topics: Employment Insurance benefits for parental leave; National Child benefit; workplace policies; family law; family supports; early child development; continuous learning.

Program Record Number: PHAC 008 184

National Clearinghouse on Family Violence

Description: National resource centre for Canadians seeking information and resources which address violence in the family and in other relationships of trust, dependency or intimacy. The clearinghouse collects, develops and disseminates new informational materials on behalf of the federal Family Violence Initiative. Clients, including health and social service-providers, other front-line workers, researchers, community groups, politicians, media representatives, and the general public can access all clearinghouse services and publications free of charge in both English and French.

Topics: Family violence (prevention, treatment, training and research); woman abuse; child abuse; child sexual abuse; abuse of older adults.

Program Record Number: PHAC 008 313

National Collaborating Centres for Public Health

Description: The Government of Canada's commitment to renew and strengthen public health includes the establishment of six National Collaborating Centres (NCCs) for Public Health. The over-arching mission for these Centres is to build on existing strengths and create and foster linkages among researchers, the public health community and other stakeholders to ensure the efficiency and effectiveness of Canada's public health system. The National Collaborating Centres will facilitate the sharing of knowledge and help put it into practice at all levels of the public health system across Canada. The six NCCs will be established in regions across the country; each one specializing in a different priority area of public health as follows: environmental health (British

Columbia); infectious disease (Winnipeg); public health methodologies and tools (Ontario); public policy and risk assessment (Quebec); health determinants (Atlantic) and Aboriginal health (British Columbia). Although located regionally, these Centres will provide national focal points for knowledge translation in key priority areas of public health and contribute to the development of a pan-Canadian public health strategy. Each National Collaborating Centre will draw on regional, national and international expertise and complement/collaborate with the contributions of other organizations in the pan-Canadian public health system, including the Public Health Agency of Canada, the provinces and territories, academia and non-government organizations.

Topics: Environmental health; infectious diseases; public health; health determinants; Aboriginal health; public health collaboration; public health research; public health practices.

Program Record Number: PHAC 008 511

National HIV and Retrovirology Laboratories

Description: The Public Health Agency of Canada's National HIV and Retrovirology Laboratories (NHRL) provide a comprehensive range of laboratory science services and expertise related to HIV and emerging retroviruses. Organizations that use these services include laboratories associated with provincial ministries of health, hospital and blood-screening laboratories, and HIV laboratories abroad. NHRL provides HIV and HTL (Human T-cell Leukaemia Virus I/II) serology and molecular reference services in support of testing programs conducted by provincial ministries of health and the Canadian Blood Services. NHRL's core activities: reference services; surveillance outbreak investigation; quality assurance; research; and international activities. NHRL is comprised of the following laboratories: the National Laboratory for HIV Reference Services; the national Laboratory for HIV Genetics; the National Laboratory for HIV Immunology; and the Viral Evolution and Molecular Epidemiology Unit.

Topics: National HIV and Retrovirology Laboratories (NHRL); HIV and HTL (Human T-cell Leukaemia Virus I/II); HIV drug resistance testing; HIV antibody testing; Canadian HIV/AIDS Strain Surveillance and Drug Resistance Program.

Program Record Number: PHAC 008 185

Observatory of Best Practices

Description: The Public Health Agency of Canada is working to develop and disseminate best practices information for chronic disease

interventions through an Observatory of Best Practices aimed specifically toward chronic disease-related health promotion, prevention, early detection and management. This comprehensive System will provide a broad evidence base that identifies and recommends effective interventions, and builds capacity for capturing evidence of effectiveness within, and external to, the health sector, facilitating information exchange between decision-makers for population and public health research, practice and policy.

Topics: Cardiovascular disease; cancer; diabetes; mental health key risk/protective factors (obesity, physical inactivity, unhealthy eating, hypertension); determinants of health.

Program Record Number: PHAC 008 512

Office of Special Health Initiatives

Description: This office provides program development for new or re-emerging public health issues through developmental and initial administrative support functions. All provinces and territories participate in this system by forwarding data relating to all reported cases of new active and re-activated cases of tuberculosis (TB) in their jurisdiction to the TB Control Program, and produces annual reports containing various analyses on the data, global health intelligence, global and regional electronic information highways, HIV/AIDS, emerging pathogens, migration health and enforcement of the Quarantine Act.

Topics: Tuberculosis (TB); HIV/AIDS; emerging pathogens; migration health; Quarantine Act.

Program Record Number: PHAC 008 170

Office of the Voluntary Sector

Description: The Office of the Voluntary Sector serves as a centre of expertise, leadership and coordination within the health portfolio for issues, activities and programs concerning the voluntary health sector. The office is the lead for the health portfolio's implementation of the Government of Canada's Accord with the Voluntary Sector and the Codes of Good Practice. The office coordinates the Department's participation in the federal Voluntary Sector Initiative (VSI) led by Canadian Heritage. The office also provides individual organizational and sector-wide development grants to small and medium national voluntary health organizations representing conditions or diseases of small incidence.

Topics: Voluntary Sector Accord and Codes of Good Practice; Voluntary Sector Initiatives; development grants for voluntary health organizations; Policy Internships and Fellowships project.

Program Record Number: PHAC 008 311

Physical Activity Unit

Description: The mandate of the Physical Activity Unit is to help Canadians improve their health through regular physical activity. Physical activity is positioned within the Healthy Living Strategy – an intersectoral initiative designed to improve health outcomes and reduce disparities in health status in Canada. The Physical Activity Unit works in partnership with: 1) provincial and territorial governments towards achieving the target set by Ministers to increase the physical activity levels of Canadians by 10 percentage points in each province and territory by 2010; and 2) non-government organizations through the Physical Activity Contribution Funding Program providing financial and technical assistance to 13 national organizations for fiscal 2003/2004. Key flagship products include: Canada's Physical Activity Guides (children and youths, adults and older adults), the Business Case for Active Living at Work, and Stairway to Health.

Topics: Contribution Program; physical activity guide; guide for older adults; SummerActive; active living at work; active transportation.

Program Record Number: PHAC 008 420

Policy Research Unit (PRU) Program

Description: The Policy Research Unit (PRU) works to strengthen and promote evidence-based decision-making by providing leadership and expertise in the development and synthesis of population and public health information. The PRU contributes to framework development, acts as a liaison on policy-oriented research and science needs, builds and transfers knowledge on the burden of illness, the relative importance of health issues and their determinants, and on the effectiveness of community intervention approaches. Four key areas of work include: The Economic Burden of Illness in Canada (EBIC); Population Health Impact of Disease in Canada (PHI); The Effectiveness of Community Interventions Project (ECIP); Knowledge Flow between Policy Research and Practice. To support program activities, the PRU maintains non-identifying record level data obtained from outside sources, including Statistics Canada, CIHI and the provinces/territories.

Topics: Economic Burden of Illness in Canada (EBIC); Population Health Impact of Disease in Canada (PHI); Effectiveness of Community Interventions Project (ECIP).

Program Record Number: PHAC 008 513

Population Health Approach

Description: Strategies are now being employed to integrate the approach into broader health portfolio activities in order to inform Canadians about both the approach and population health initiatives. These strategies include a conceptual framework for thinking about health; decisions that are guided by consideration of the evidence; a framework for taking action; actions targeted at the societal, community, structural or system level; and requirements of collaboration between multiple sectors.

Topics: Social, economic and physical environments; early childhood development; personal health practices; individual capacity and coping skills; human biology; health services.

Program Record Number: PHAC 008 328

Population Health Fund

Description: Population Health Fund supports time-limited projects sponsored by Canadian voluntary not-for-profit organization and educational institutions. The goal of the Population Health Fund is to increase community capacity for action on or across the determinants of health. The projects develop and disseminate community-based models for applying the population health approach, increase the knowledge base for program and policy development on population health and increase partnerships and intersectoral collaboration to address the determinants of health. The Public Health Agency of Canada establishes priorities for funding based on identified program needs and life stages.

Topics: Healthy communities; mental health; children's health; healthy living; parenting supports; chronic disease.

Program Record Number: PHAC 008 330

Prostate Cancer

Description: The Cancer Coordination Section of the Chronic Disease Management Division is managing the grant of \$3 million per year for the Vancouver Centre of Excellence in Prostate Cancer Research and the Canadian Prostate Cancer Initiative, for a period of five years. The purpose of this initiative is to advance research, care and treatment of prostate cancer.

Topics: Prostate cancer (risk factors, early detection, recent trends).

Program Record Number: PHAC 008 329

Public Health Law and Ethics Program

Description: The Public Health Law and Ethics Program (PHLEP) is intended to improve the health of the Canadian public through law. The

law influences the practice of public health at the local, regional provincial/territorial, federal and international levels, and enables jurisdictions to work together on the day-to-day business of public health. The goals of the program are to improve the legal preparedness of the public health system and other national public health initiatives, support a better understanding and use of law and ethics as a public health tool, and establish strong national partnerships between public health practitioners and their colleagues in key related sectors.

Program Record Number: PHAC 008 514

Risk Factors

Description: Through collaboration with other departmental and external experts, this project contributes to the development of quality data collection sources to enhance risk factor surveillance, evaluation and research in Canada. Lifestyle factors such as smoking, diet, physical activity, alcohol use and sun exposure are some of the most important contributors to the development of a wide range of chronic diseases. This project does not provide information directly to the public. However, expertise is provided on data availability and interpretation to those within the Department who develop public reports. This project also helps to ensure that the current and emerging data needs of the Centre for Chronic Disease Prevention and Control in this area are understood and considered when developing national data collection programs.

Topics: Lifestyle; smoking; diet; diabetes; physical activity; sun exposure; substance use; mental health; chronic diseases for women, aboriginal peoples, seniors and ethnic minorities; economics and employment.

Program Record Number: PHAC 008 309

Sexual Health and Sexually Transmitted Infections (STI) Program

Description: In concert with health, education and other inter-sectoral partners, the Sexual Health and STI Section promotes the physical and psychosocial well being of Canadians through sexual health promotion activities. Such activities include the development of national guidelines; publication of national consensus statements and policy recommendations; development of targeted research studies; and, coordination of the dissemination and exchange of information. The Section supports efforts to prevent and control sexually transmitted infections and their complications, including cancer and infertility.

Topics: Sexually transmitted infections (chlamydia, genital herpes, gonorrhea, syphilis, Lymphogranuloma venereum (LGV), and Human Papillomavirus (HPV).

Program Record Number: PHAC 008 515

Skills Enhancement for Public Health

Description: This program offers online continuing education opportunities for public health practitioners Canada through a series of online modules in both official languages.

Topics: Epidemiology; surveillance; information management; needs-based planning; surveillance database and tool use.

Program Record Number: PHAC 008 516

Surveillance and Epidemiology Program

Description: The Surveillance and Epidemiology Section of the Community Acquired Infections Division is responsible for routine and enhanced STI and community-acquired Hepatitis C surveillance, epidemiology and research. It provides data, analysis and interpretation to inform and support prevention, policy and programming activities related to STIs and community-acquired Hepatitis C. This section contributes to broader initiatives within the Centre for Infectious Disease Prevention and Control for enhanced surveillance of populations vulnerable to sexually-transmitted and blood-borne infections, and we collaborate with provincial and territorial representatives, international agencies and other partners to improve behavioural and disease surveillance for public health action.

Topics: Sexually transmitted infections (Chlamydia, genital herpes, gonorrhea, syphilis, Lymphogranuloma venereum (LGV), Human Papillomavirus (HPV) and hepatitis C).

Program Record Number: PHAC 008 520

Surveillance and Information Expert Group Secretariat, Pan-Canadian Public Health Network (PHN)

Description: The Surveillance and Information Expert Group (SIEG) supports the Council of the Pan-Canadian Public Health Network in providing coordination and leadership for public health surveillance, information collection and analysis, and knowledge dissemination across Canada. The Secretariat liaises with the Expert Group members to keep them informed and serves as a link between the Secretariat of the PHN and the Expert Group to ensure that the flow of information from the PHN Council continues. The Secretariat provides advice on evolving issues, prepares background information for meetings, and handles secretariat services.

Topics: Council of the Pan-Canadian Public Health Network; public health surveillance; public health information dissemination.

Program Record Number: PHAC 008 517

Surveillance and Risk Assessment Division (SRAD)

Description: SRAD Conducts national surveillance of reported cases of HIV/AIDS, coordinates Field Surveillance Officer program to support HIV/STI surveillance at the Provincial/Territorial level, conducts surveillance of HIV subtype and drug resistance, coordinates and implements enhanced behavioural & biological surveillance among high-risk groups (MSM, IDU, other), carries out estimates and modelling of national HIV prevalence and incidence as well as modelling of other infectious diseases such as smallpox, SARS and influenza, provides support to Provinces and Territories for investigation of outbreaks/clusters of HIV infection, and manages database and Provincial/Territorial agreements for nationally notifiable infectious diseases.

Topics: HIV/AIDS epidemiology and surveillance; infectious disease modelling; nationally notifiable diseases.

Program Record Number: PHAC 008 518

Tuberculosis Prevention and Control Program

Description: The Division's Tuberculosis (TB) Prevention and Control Section provides leadership and coordination in policy and program initiatives. In collaboration with partners at various levels (regional, provincial/territorial, national and international) key activities of the Section include: the dissemination of valuable surveillance and epidemiology information on TB cases; TB drug resistance and TB infection and disease in persons living and working in the Canadian federal correctional facilities. In addition, the section co-publishes the Canadian Tuberculosis Standards for prevention and treatment, provides technical assistance (upon request) to provinces and territories to help prevent and control outbreaks, works with others in targeted research projects, and sponsors the Canadian Tuberculosis Committee.

Topics: Tuberculosis; TB drug resistance and infection; Canadian Tuberculosis Standards; Canadian Tuberculosis Committee.

Program Record Number: PHAC 008 519

Particular Personal Information Banks

Canadian Childhood Cancer Surveillance and Control Program

Description: This bank contains information about Canadian children under age 20 years diagnosed with cancer from 1995 on. Data are collected via questionnaire and clinical chart review. Information collected from 1995 to 2000 includes name, address, telephone number of the patient and the parent or legal guardian and health insurance number. Information collected 2001 onward does not include the above information. Other information includes diagnostic, treatment, and clinical outcome data.

Class of Individuals: Canadian children aged 20 or less at time of diagnosis with cancer as identified via pediatric oncology centers or via provincial cancer registries, and who agree to participate in study.

Purpose: To facilitate development of prevention and control strategies, and to assess risk factors and to minimize long-term consequences.

Consistent Uses: For surveillance analysis. Information may be used to contact these individuals in follow-up surveys except after 2001, where the pediatric oncology centre will take responsibility of contacting individuals.

Retention and Disposal Standards: Retained a minimum of 10 yrs, and then reviewed for possible transfer to Library and Archives Canada (excluding questionnaires which may be destroyed after 2 yrs).

RDA Number: To be determined.

Related PR#: PHAC 008 336

TBS Registration: 004092

Bank Number: PHAC PPU 082

Canadian Communicable Disease Surveillance System

Description: This bank contains information provided by provincial health departments relating to socio-demographic characteristics of the patients, diagnostic information and treatment history.

Class of Individuals: The information relates to individuals with a diagnosed occurrence of a notifiable communicable disease.

Purpose: The purpose of this bank is to provide a database to monitor the incidence of notifiable communicable diseases for use in epidemiological studies in support of disease control and prevention measures.

Consistent Uses: None.

Retention and Disposal Standards: Retained a minimum of 10 yrs, and then transferred to Library and Archives Canada (excluding questionnaires which may be destroyed after 2 yrs).

RDA Number: To be determined.

Related PR#: PHAC 008 172

TBS Registration: 004093

Bank Number: PHAC PPU 078

Canadian Congenital Anomalies Surveillance System

Description: The bank contains information on incidence of birth defects in Canada. Participating provinces provide machine readable information including the date of birth, sex, nature of birth defects, municipality of residence and a provincial registration number. The system was initiated in 1966.

Class of Individuals: All infants born in participating provinces and diagnosed as having a birth defect in the first year of life since 1973.

Purpose: The purpose of this data bank is to provide a database to monitor the incidence of birth defects in Canada and to serve as a register for epidemiological research studies.

Consistent Uses: Use of this bank is consistent with the purpose specified in section 5.

Retention and Disposal Standards: Retained a minimum of 10 years, and then reviewed for possible transfer to Library and Archives Canada (excluding questionnaires which may be destroyed after 2 years).

RDA Number: To be determined.

Related PR#: PHAC 008 172

TBS Registration: 004111

Bank Number: PHAC PPU 075

Canadian Hospitals Injury Reporting and Prevention Program

Description: This bank contains information provided by injured persons and by the hospitals at which they were seen. The following personal information is in the bank: the hospital name, injured person's medical record number, date of birth, sex and postal code and the first three letters of the individual's family name. In addition there is information on the circumstances in which the injury occurred, the nature of the injury and how the case was handled in the emergency room.

Class of Individuals: The information relates to individuals who seek care for injuries or poisoning at one of 10 pediatric and 6 general hospitals that participate in the program.

Purpose: The purpose of this bank is to provide an ongoing surveillance of the circumstances in which injuries occur and, by making the information

available to those who develop and evaluate injury prevention programs, to make an important contribution to reducing the number and severity of injuries in Canada.

Consistent Uses: A postal code conversion program developed at Statistics Canada will permit linkage of CHIRPP data with grouped census data and analysis of the associations of socio-demographic factors with injuries.

Retention and Disposal Standards: The files are retained for 100 years.

RDA Number: To be determined.

Related PR#: PHAC 008 328

TBS Registration: 003452

Bank Number: PHAC PPU 066

Canadian Surveillance for Creutzfeldt-Jakob Disease (CIDPC)

Description: This data will be collected about people with Creutzfeldt-Jakob disease and persons who do not have Creutzfeldt-Jakob disease (controls) by reviewing their clinical records for clinical information and for information about exposure to blood or certain procedures. Additional information will be collected by interviews with the family, by collecting blood samples for genetic tests and by collecting neuropathology samples after death.

Class of Individuals: All persons who are suspected to have developed Creutzfeldt-Jakob disease and their controls, recruited through physicians from hospitals and the local community.

Purpose: To determine the risk of acquiring Creutzfeldt-Jakob disease through blood transfusions; to determine if there is any unusual forms of Creutzfeldt-Jakob disease as seen in England following the bovine spongiform encephalopathy (mad cow disease) epidemic.

Consistent Uses: None.

Retention and Disposal Standards: To be determined.

RDA Number: To be determined.

Related PR#: PHAC 008 401

TBS Registration: 004904

Bank Number: PHAC PPU 286

Canadian Tuberculosis Reporting System

Description: Contains information collected and provided to the Public Health Agency of Canada (formerly Health Canada) since 1996 and data provided to Statistics Canada from 1970–1995 by provincial and territorial public health authorities on persons reported with TB disease (new active or relapsed cases). Data may include reporting province/territory, gender, age, date of birth, birthplace, activity status, HIV status, drug

resistance, treatment outcomes (including death and cause of death, compliance and whether or not treatment was directly observed) and drug regimens.

Purpose: To support the prevention and control of tuberculosis. An annual report called 'Tuberculosis in Canada' is published and is available in bilingual print version and on the Public Health Agency of Canada website.

Consistent Uses: Secondary analysis of sub-groups of the population (i.e., by ethnic origin or disease site) to further understanding of epidemiology of tuberculosis in Canada. Information may be provided to Statistics Canada and the Public Health Agency of Canada Notifiable Diseases On-line.

Retention and Disposal Standards: Report forms are retained a minimum of 10 yrs, then reviewed for possible transfer to Library and Archives Canada. Electronic version of data is retained in order to do time series analyses.

RDA Number: To be determined.

Related PR#: PHAC 008 170

TBS Registration: 004112

Bank Number: PHAC PPU 087

Extraordinary Assistance Plan

Description: Contains applications, correspondence, medical records of applicants who became infected with the AIDS virus (HIV) who received blood or blood products as well as their first order relative (spouse/partner or child) who was secondarily infected with HIV; and to living thalidomide victims who were born in Canada and whose mothers took thalidomide during the first trimester of pregnancy.

Class of Individuals: Individuals or agents of their estates who have applied for benefits.

Purpose: To determine eligibility and administer financial benefits to HIV infected persons and thalidomide victims.

Consistent Uses: Information contained in these files is used to determine eligibility for receipt of financial benefits only.

Retention and Disposal Standards: The HIV files are retained for a minimum of 20 years after last activity on file and the thalidomide files for 100 years after last activity on file.

RDA Number: To be determined.

Related PR#: PHAC 008 255

TBS Registration: 005078

Bank Number: PHAC PPU 039

Home Care Study

Description: This bank contains information about clients and formal and informal care providers of home care within Ottawa-Carleton.

The data consists of a client code, postal code, age, gender, and diagnosis, reason for admission to home care, referral source, mother tongue, living arrangements, and relation to informal care provider. For informal care providers, data include the individual score on the Zarit Caregiver Burden Scale.

Class of Individuals: Formal and informal care providers and clients admitted to the Regional Municipality of Ottawa-Carleton Home Care Program.

Purpose: To gain a better understanding of the factors which influence access to home care services.

Consistent Uses: Pilot research project only.

Retention and Disposal Standards: Retained 25 yrs then transferred to Library and Archives Canada.

RDA Number: To be determined.

Related PR#: PHAC 008 305

TBS Registration: 004089

Bank Number: PHAC PPU 090

Physical Activity Benchmarks Initiative

Description: The Physical Activity Unit provides contribution funding to the Canadian Fitness and Lifestyle Research Institute to monitor and track population physical activity levels, factors which influence physical activity at the individual, organization and systemic levels (i.e., settings and environments), capacities of governments and partners to act, and the outcomes of joint action. The Physical Activity Benchmarks Initiative informs Federal/Provincial/Territorial decision-making and provides the basis for progress reports to Ministers vis-à-vis their target to increase the physical activity levels of Canadians by 10 percentage points in each Province and Territory by 2010.

Class of Individuals: Individual Canadians and professionals in the physical activity community.

Purpose: The primary purpose of the program is to track physical activity levels of Canadians and factors which influence physical activity. The data is used to develop policy and program strategies aimed at increasing physical activity levels of Canadians.

Consistent Uses: None.

Retention and Disposal Standards: Retained 10 yrs, then transferred to Library and Archives Canada.

RDA Number: To be determined.

Related PR#: PHAC 008 420

TBS Registration: 005079

Bank Number: PHAC PPU 235

Physician Asthma Management Study

Description: The former Laboratory Centre for Disease Control (LCDC) of Health Canada commissioned a national survey of physicians on their asthma management practices prior to 1997. This survey comprises part of a national strategy that LCDC has undertaken in partnership with other members of the National Asthma Control Task Force. Questionnaires were sent to 4,489 physicians in Canada's ten provinces and two territories. Physicians were asked how often they used different method of diagnosis and follow-up and different medications for treatment of asthma in adults and children. These findings will be useful in targeting education interventions on certain topics of asthma management to specific groups of physicians.

Class of Individuals: Canadian physicians.

Purpose: To collect information on the variety and quality of asthma care and education in Canada; to provide advice to the National Asthma Control Task Force.

Consistent Uses: None.

Retention and Disposal Standards: Retained a minimum of 10 yrs, and then reviewed for possible transfer to Library and Archives Canada.

RDA Number: To be determined.

Related PR#: PHAC 008 317

TBS Registration: 004106

Bank Number: PHAC PPU 086

Spousal Determinants in Delayed Response to Chest Discomfort Survey

Description: The telephone survey contains information on how a woman would respond if her partner consulted her regarding chest discomfort. Personal information will only be collected on those individuals who agree to participate in future surveys on the same subjects. Personal identifiers collected will include name, address, age, and telephone number.

Class of Individuals: Respondents are randomly selected adult women chosen by telephone number in Ottawa-Carleton.

Purpose: Future surveys on delay determinants would be enhanced if repeated on the same individuals to examine changes over time or after community targeted interventions.

Consistent Uses: To match an individual's response from the first survey to subsequent surveys.

Retention and Disposal Standards: Retained a minimum of 10 yrs, and then reviewed for possible transfer to Library and Archives Canada (excluding questionnaires which may be destroyed after 2 yrs).

RDA Number: To be determined.

Related PR#: PHAC 008 404

TBS Registration: 004108

Bank Number: PHAC PPU 091

Student Lung Health Survey

Description: In 1995–96, a school-based survey of asthma was conducted in nine volunteer health units across Canada, targeting 5 to 19 year-olds enrolled in school. The objectives were to examine asthma prevalence, incidence, severity, associated risk factors, management and treatment practices, the utilization of health services and the prevalence of allergies. Approximately 39,800 students received the Screening Questionnaire through the classroom teacher in the elementary schools or by mail-out to their home for high school students. An in-depth Asthma Telephone Interview (ATI) was conducted within the previous twelve months of this survey with those who had previously been diagnosed with asthma.

Purpose: To collect enhanced surveillance data on current asthmatic and asthma-like students. This is needed for the planning and implementation of effective asthma control programs in Canada.

Consistent Uses: Respondents may be contacted in the future to provide other health related information. This information may be shared with other programs within Health Canada. The public health units will retain the original questionnaires and data for their own health services delivery.

Retention and Disposal Standards: Retained a minimum of 10 yrs, and then reviewed for possible transfer to Library and Archives Canada (excluding questionnaires which may be destroyed after 2 yrs).

RDA Number: To be determined.

Related PR#: PHAC 008 317

TBS Registration: 004110

Bank Number: PHAC PPU 081

Traveler Illness Reports

Description: The Traveler Illness Report form will collect information on an individual who arrives ill at a port of entry (airport, seaport, border crossing, etc.) as well as when needed, other passengers in contact with the ill individual(s). Information collected include some, if not all, of the following: traveler's (or contact's) name, nationality, home address and phone number, address and phone number while in Canada (if different), transporter details (airline, ship, seat/cabin number, etc.), ill traveler's symptoms (high fever, coughing, rash, bleeding, etc.), travel history, particularly if there has been recent travel in a tropical country, if any, similar illness in travel companions preliminary diagnosis, if available, if the traveler is being

referred to hospital for medical attention, details on the ambulance, hospital, immigration status of the ill individual (and if not Canadian, passport number), name and phone number of person reporting the ill traveler.

Class of Individuals: Travelers arriving at a Canadian port of entry who exhibit two or more symptoms of illness.

Purpose: The Traveler Illness Report form is used to document arriving ill individuals and their contacts in order to determine the amount of illness among travelers and to proactively identify unusual incidences of diseases overseas as well as to facilitate tracing of passengers in the event of an outbreak of diseases of significance.

Consistent Uses: Nominal information collected by the Traveler Illness Report form will not be matched with any other personal information bank. Data on countries visited and symptoms exhibited may be collected for research purposes. Disclosure of an individual's information will be limited, on a need-to-know basis, to appropriate port of entry personnel, Public Health Agency of Canada quarantine officials, and, in the case of someone who requires further medical attention at a health care institution, medical staff, as well as immigration authorities, should the traveler not be Canadian.

Retention and Disposal Standards: Nominal and tracing information will be retained for at least two incubation periods of the suspected illness, to a maximum of three months, in order to ensure that there is no secondary spread of the illness. After abstraction of data on countries visited and symptoms for research purposes, the form will be retained for 2 years, and then destroyed.

RDA Number: To be determined.

Related PR#: PHAC 008 276

TBS Registration: 004064

Bank Number: PHAC PPU 071

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Personnel Security Screening

Manuals

- 50-60 Bed Emergency Hospital
- 200 Bed Emergency Hospital
- A Guide to Green Government

- A Submitter's Guide for Compliance with Part V of the Medical Devices Regulations
- Acceptable Methods
- Additional Provincial/Territorial Services Information Exchange
- Advanced Treatment Centre
- Advisory Committee on Institutional and Medical Services (A.C.I.M.S.) Hospital Claims Manual
- Analytical Methods and Techniques for Colours in Foods
- Analytical Methods for Pesticide Residues in Foods
- Analytical Methods for the Regulatory Analysis of Foods
- B.F.M.M. Financial Coding Manual
- Bacteriology of Tuberculosis
- Blood Collection and Blood Component Manufacturing
- Blood Lead Intervention Levels and Strategies
- Canada Communicable Disease Report (CCDR)
- Canadian Drug Identification Code
- Canadian Environmental Protection Act Human Health Risk Assessment for Priority Substances
- Canadian Guide to Clinical Preventative Health Care B The Canadian Task Force on the Periodic Health Examination
- Canadian Guidelines for Sexual Health Education
- Canadian Guidelines on Sexually Transmitted Infections 2006 Edition
- Canadian Immunization Guide Fourth Edition, 2006
- Canadian Pandemic Influenza Plan
- Canadian Recommendations for the Prevention and Treatment of Malaria Among International Travelers – (CCDR 2000; 26S2:1-42)
- Canadian Transfusion Adverse Event Reporting Form User's Manual
- Canadian Water Guidelines
- Casualty Collecting Unit
- Casualty Simulation
- CATMAT and NACI – Travel, Influenza and Prevention – (CCDR 1996; 22: 141-145)
- Chemistry and Manufacturing: New Drugs
- Clinical Guidelines for Medical Services Personnel
- Coal Liquefaction and Health: Elements of a Worker Health Surveillance Program
- Code of Practice – General Principles of Food Hygiene for Use by the Food Industry in Canada
- Community Health Nursing (Saskatchewan region)
- Compendium of Analytical Methods – Vol. 1 – Official Methods of Microbiological Analysis for Foods
- Compendium of Analytical Methods – Vol. 2 – HPB Methods of Microbiological Analysis for Foods
- Compendium of Analytical Methods – Vol. 3 – Laboratory Procedures of Microbiological Analysis for Foods
- Compendium of Analytical Methods – Vol. 4 – Detection of Extraneous Matter in Foods
- Completing an Application for Registration as a Proprietary Medicine
- Conduct and Analysis of Bioavailability and Bioequivalence Studies – Part 'A'
- Conduct of Clinical Investigations
- Consumer Drug Advertising
- Containment Standards for Veterinary Facilities
- Controlling Antimicrobial Resistance – An Integrated Action Plan for Canadians (Background Information) May 1997
- Course Manual – Emergency Health/Social Services Planning (Community)
- Course Manual – Hospital Emergency Planning
- Course Manual – Special Care Facility Emergency Planning
- DAS Drug Analysis Service (DAS) National Analytical Methods
- DAS National Standard Operating Procedures
- DAS Ontario Region Analytical Methods

- DAS Ontario Region Standard Operating Procedures
- DAS British Columbia Region Analytical Methods
- DAS British Columbia Region Standard Operating Procedures
- Dental Practitioner Information Kit
- Departmental Security Manual of Health Canada
- Design Guidelines – Part 1, Space and Furnishings
- DFS Procedures
- Diagnostic Reference Testing of Selected Viruses
- Diagnostic X-ray equipment compliance and facility survey
- Direction for Use of Estrogen-Progestin Combination Oral Contraceptives
- Disinfectants: Preparation of Application for Drug Identification Number
- Dose – Response Information To Support Drug Registration
- Drug Distribution Manual
- Economic Burden of Illness in Canada, 1993 July 1997
- Economic Burden of Illness in Canada, 1998
- Emergency Clothing Manual
- Emergency Food Services Manual
- Emergency Health Services Health Supplies
- Emergency Hospital (Operating Manuals)
- Emergency Lodging Manual
- EMS Self-Assessment Guide
- Emergency Based Medicine – (CCDR 1994; 20: 145-147)
- Environmental Contaminants Manual
- Environment (CCME), 1992
- Exposure Guidelines for Residential Indoor Air Quality
- Fever in the International Traveler – (CCDR 1997; 23: 1-8)
- Financial Management Guide for projects funded under the Population Health Fund
- Financial Management Manual (volumes 1 to 3)
- Food, Drug, Cosmetic and Medical Device Projects to Be Conducted During Program Year
- Foreign Service Directives
- Framework for Research on Active Living
- Fungal contamination in public buildings: A guide to recognition and management
- General principles for labeling and advertising claims that relate to the nutrition recommendations
- Good Manufacturing Practices, 3rd Edition
- Guide for applicants, Population health Fund: Rural and Remote Health Innovations Initiative
- Guide for the labeling of drugs for veterinary use
- Guide for the Preparation of Plant Master Files and Imported Drug Submissions
- Guide to Project Evaluation
- Guidelines for Biomedical Facilities using Sheep as Research Animals
- Guidelines for Canadian Drinking Water Quality, Sixth Edition
- Guidelines for Canadian Recreational Water Quality
- Guidelines for developing a Pesticide Toxicology Database
- Guidelines for developing pesticide residues data in foods as consumed
- Guidelines for Evaluation of Safety and Efficacy of Antimastitis Intramammary Infusion Drugs
- Guidelines for Evaluation of Safety and Efficacy of Teat Dip Formulations
- Guidelines for health information programs involving the sale of foods
- Guidelines for incidental additive submissions
- Guidelines for Infection Control
- Guidelines for Product Monographs and Package Inserts for Schedule C. Drugs

- Guidelines for Safe Use of Ultrasound: Part II – Industrial and Commercial Applications – Safety Code 24
- Guidelines for Submissions under Section 17 of the Canadian Environmental Protection Act
- Guidelines for the Development of Efficacy Data to Support the Use of Animal Drugs in Feeds
- Guidelines for the nomenclature and classification of externally visible defects in metal containers of canned foods
- Guidelines for the Notification and Testing of New Substances: Chemicals and Polymers
- Guidelines for the Notification and Testing of New Substances: Organisms
- Guidelines for the Practice of Travel Medicine
- Guidelines for the Preparation of Drug Submissions on Schedule C Drugs
- Guidelines for the Preparation of Toxicity and Residue Submissions for the Human Safety of Veterinary Products Intended for Use in Food Producing Animals
- Guidelines for the Production, Distribution, Retailing and Use of Refrigerated Prepackaged Foods with Extended Shelf Life
- Guidelines for the Safe Use of Ultrasound Part I: Medical and Paramedical Applications – Safety Code 23
- Guidelines for Working with the Private Sector
- Guidelines on nutrition labeling
- Hazardous Products Act Reference Manuals
- Health – Based Tolerable Daily Intakes/ Concentrations and Tumorigenic Doses/ Concentrations for Priority Substances
- Health Canada. Quality Determinants of Organized Breast Cancer Screening Programs in Canada
- Health Canada. Report from the Evaluation Indicators Working Group: Guidelines for Monitoring Breast Cancer Screening Program Performance
- Health Protection and Drug Laws
- Homeopathic Preparations: Application for Drug Identification Numbers
- Hospital Disaster Supplies
- Housing an Aging Population: Guidelines for Development and Design
- Human Health Risk Assessment for Priority Substances
- Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS)
- ICH – Clinical Safety Data Management: Definitions and Standards for Expedited Reporting
- ICH – Dose – Response Information to Support Drug Registration
- ICH – Impurities in New Drug Substances
- ICH – Stability Testing of New Drug Substances and Products
- ICH – Studies in Support of Special Populations: Geriatrics
- ICH – The Extent of Population Exposure to Assess Clinical Safety for Drugs Intended for Long-Term Treatment of Non-Life-Threatening Conditions
- Indoor Air Quality in Office Buildings: A Technical Guide
- Industrial Hemp Technical Manual
- Infection Control Guideline: Infection Prevention and Control Practices for Personal Services: Tattooing, Ear/Body Piercing, and Electrolysis
- Infection Control Guideline: Routine Practices and additional Precautions for Preventing the Transmission of Infection in Health Care
- Infection Control Guideline: Hand Washing, Cleaning, Disinfection and Sterilization in Health Care
- Infection Control Guideline: Proceedings of the Consensus Conference on Infected Health Care Workers – Risk for Transmission of Blood borne Pathogens
- Infection Control Guideline: Preventing the Spread of Vancomycin-Resistant Enterococci (VRE) in Canada
- Infection Control Guideline: Foot Care by Health Care Providers
- Infection Control Guideline: Preventing Infections Associated with Indwelling Intravascular Access Devices

- Infection Control Guideline: Preventing the Transmission of Blood borne Pathogens in Health care and Public Services Settings
- Infection Control Guideline: An Integrated Protocol to Manage Health Care Workers Exposed to Blood borne Pathogens
- Infection Control Guideline: Canadian Contingency Plan for Viral Haemorrhagic Fevers and Other Related Diseases
- Infection Control Guideline: Guidelines for Preventing the Transmission of Tuberculosis in Canadian Health Care Facilities and Other Institutional Settings
- Infection Control Guideline: Occupational Health In Health Care
- Inspection of Biologics Manufacturers
- Inspection Procedures for Food Plant Inspectors
- Investigating Human Exposure to Contaminants in the Environment: A Handbook for Exposure Calculations
- Labeling of Cosmetics
- Labeling of Drugs for Human Use
- Laboratory Biosafety Guidelines
- Laboratory Guidelines for Serotyping and Biotyping *Campylobacters*
- Laboratory Methods for *Neisseria Gonorrhoeae*
- Laboratory Methods for the Diagnosis of Legionnaire Disease
- Laboratory Quality Assurance Standards
- Limits of Exposure to Radiofrequency Fields at Frequencies from 10 kHz – 300 GHz – Safety Code 6
- Management of Emergency Delivery
- Management of Viral Hepatitis: A Canadian Consensus Conference, 2003/2004
- Manufacture and Testing of Biologics Produced by Recombinant DNA Technology
- Manufacture and Testing of Monoclonal Antibodies and Their Conjugates
- Menopause
- National Alcohol and Drug Treatment Centres – Design 2 costs guidelines
- National Consensus Conference on Foodborne, Waterborne and Enteric Disease Surveillance November 1995
- National Consultation on the Role of the Laboratory Centre for Disease Control in Tuberculosis Prevention and Control) Proceedings and Recommendations July 1994
- National Enforcement Reports (Prosecutions, Recalls, Imported Products Unacceptable for Sale in Canada, Seizures forfeited)
- National Guidelines for Environmental Noise Control
- National Health Research and Development Program Career Awards Guide
- National Health Research and Development Program Projects Guide
- National Health Research and Development Program Training Awards Guide
- National Immunization Strategy
- National Symposium on Risk and Prevention of Infectious Diseases for Emergency Response Personnel September 1994
- National Workshop on Tuberculosis, HIV and Other Emerging Issues – Proceedings May 1993
- Native Alcohol Abuse Program (Manitoba region)
- NIHB Program directives
- Nurses' Drug Classification System
- Nursing Manual – a reference book for Indian Health Nurses (Atlantic, Manitoba, and Saskatchewan regions)
- Occupational Health Assessment Guide
- Occupational Health Nursing Manual
- Occupational Safety and Health Manual B HC
- Office Air: A Worker's Guide to Air Quality in Offices, Schools and Hospitals
- Ontario Region – Procedures for Conducting Compliance Activities
- Oral Contraceptives (1994)
- Patient Care in Flight

- Persistent Diarrhea in the Returned Traveler – (CCDR 1997; 23: 1-8)
- Personal Services: Psychosocial Planning for Disasters
- Plasmid Biology and Recombinant DNA Methodology
- Pharmacy Provider Information Kit
- Policy Guide for the Management of Advisory Committees in Health Canada
- Population Health Fund – Guide for Applicants
- Preparation of Human New Drug Submissions
- Preparation of Investigational New Drug Submissions
- Preparation of Veterinary New Drug Submissions
- Product Master Files
- Product Monographs
- Product Recall Procedures
- Programmatic Guidelines for Screening for Cancer of the Cervix in Canada
- Protocols for Identification of Neisseria Species
- Public Service Health Manual for Environmental Health Officers
- Radiation Protection in Computed Tomography Installations – Safety Code 31
- Radiation Protection in Dentistry – Recommended Safety Procedures for Use of Dental X-Ray Equipment – Safety Code 30
- Radiation Protection In Mammography – Safety Code 33
- Radiation Protection in Veterinary Medicine – Recommended Safety Procedures for Installation and Use of Veterinary X-Ray Equipment – Safety Code 28
- Radiation Safety Codes
- Radiation Safety for Baggage X-Ray Inspection Systems
- Reference Guide of Funding Sources for Health Research in Canada
- Regional Interim Directives Manual (Manitoba region)
- Registration and Inquiry Manual
- Registration Handbook
- Regulatory and Quarantine
- Regulatory Directives
- Requirement for the Safe Use of Baggage X-Ray Inspection Systems – Safety Code 29
- Requirements for Industrial X-ray Equipment Use and Installation – Safety Code 27
- Resources Catalogue (Quebec region)
- Safety Code 23. Guidelines for the Safe Use of Ultrasound Part I – Medical and Paramedical Applications
- Safety Code 24. Guidelines for the Safe Use of Ultrasound: Part II – Industrial and Commercial Applications. 1991
- Safety Code 25. Short-Wave Diathermy Guidelines for Limited Radio Frequency Exposure
- Safety Code 27. Requirements for Industrial X-ray Equipment Use and Installation
- Safety Code 28. Radiation Protection in Veterinary Medicine Recommended safety procedures for installation and use of veterinary x-ray equipment
- Safety Code 29. Requirements for the Safe Use of Baggage X-Ray Inspection Systems
- Safety Code 30. Radiation Protection in Dentistry. Recommended Safety Procedures for the Use of Dental X-Ray Equipment
- Safety Code 31. Radiation Protection in Computed Tomography Installations
- Safety Code 32. Safety Requirements and Guidance for Analytical X-ray Equipment
- Safety Code 33. Radiation Protection in Mammography
- Safety Code 6. Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3kHz to 300 GHz
- Safety Requirements and Guidance for Analytical X-Ray Equipment – Safety Code 32
- Sanitation and Environmental Health Manual for CHR's

- Sanitation Code for Canada's Food Service Industry
- Ship's Nurse Manual
- South Zone Field Administrative Manual (Manitoba Region)
- Stability Testing of new Drug Substances and Products (ICH)
- Staphylococcal Phage Typing of Staphylococcal Microorganisms
- Statement on Hepatitis A Vaccines for Travelers – (CCDR 2001; 27: 3-12)
- Statement on High-Altitude Illnesses – (CCDR 1998; 24: 1-9)
- Statement on Japanese Encephalitis Vaccine – (CCDR 1998; 24: 1-4)
- Statement on Meningococcal Vaccination for Travelers – (CCDR 1999; 25: 1-6)
- Statement on Motion Sickness
- Statement on Oral Cholera Vaccination – (CCDR 1998; 24: 1-3)
- Statement on Overseas Travelers and Typhoid – (CCDR 1994; 20: 61-63)
- Statement on Poliomyelitis Vaccination for International Travelers – (CCDR 1995; 21: 145-148)
- Statement on Travelers and HIV/AIDS – (CCDR 1994; 20: 147-149)
- Statement on Travelers and Rabies Vaccine – (CCDR 1994; 20: 201-204)
- Statement on Travelers and Sexually Transmitted Diseases – (CCDR 1994; 20: 204-208)
- Statement on Travelers' Diarrhea – (CCDR 2001; 27 (ACS-3): 1-12)
- SVS Guide
- The Assessment of Mutagenicity Health Protection Branch Mutagenicity Guidelines
- The Lot by Lot Testing and Release Programme
- The Risk and Prevention of Tuberculosis Travelers – (CCDR 1997; 1-8)
- The use of opioids in the management of opioid dependence
- Toxicological Evaluation
- Traditional Herbal Medicines
- Training Manuals (Course material) – Work planning & Budgeting – Travel – Lotus Notes Basic Training
- Transfer Payment Procedures Manual
- Travel Medicine Recommendation: Dengue Fever & International Travel – (CCDR 1996; 22: 25-28)
- Travel Statement on Jet Lag – (CCDR 1995; 21: 148-151)
- Tuberculosis Screening and the International Traveler – (CCDR 1996; 22: 149-154)
- Utilization of Continuous Cell Lines in the Manufacture of Biologics
- Viral, Rickettsial, Chlamydial, Mycoplasma Reagents
- X-ray equipment in medical diagnostic part a: recommended safety procedures for installation and use – Safety Code 20A

Additional Information

Please see the Introduction to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Enquiries for General Information about the Public Health Agency of Canada and its function may be directed to:

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Public Safety Canada

Chapter 144

General Information

Background

In December 2003 the Government announced the creation of the Department of Public Safety and Emergency Preparedness to succeed the Department of the Solicitor General, which was established in 1966 by the Department of the Solicitor General Act.

The Solicitor General's mandate evolved over the years, resulting in a portfolio comprising the Department, the Royal Canadian Mounted Police (RCMP), the Correctional Service of Canada (CSC), the Canadian Security Intelligence Service (CSIS), the National Parole Board (NPB), the Canada Firearms Centre (CAFC), the Office of the Correctional Investigator (OCI), the Office of the Inspector General (OIG) of CSIS, the RCMP External Review Committee and the RCMP Public Complaints Commission.

The functions of the Office of Critical Infrastructure Protection and Emergency Preparedness (OCIEPP), and of the National Crime Prevention Centre (NCPC), were added to the new Department of Public Safety and Emergency Preparedness, and the new Canada Border Services Agency joined the other Agencies under the umbrella of the new Department. As a result, the responsibilities of Public Safety include emergency preparedness, crisis and consequence management, physical and cyber critical infrastructure, national security, corrections, policing, oversight, crime prevention and border security.

Responsibilities

The Department provides strategic policy advice, delivers community safety programs, national emergency preparedness and critical infrastructure programs and services, and supports the Minister on all aspects of his mandate, including providing direction to the Agencies, ensuring accountability to Parliament for the Agencies and national public safety leadership.

The National Crime Prevention Strategy (NCPS) provides national leadership on effective and cost-effective ways to prevent and reduce crime and

victimization by addressing known risk factors in high risk populations and places.

The National Strategy support interventions which: reduce risk with at-risk families; address risk factors among high-risk children and youth; respond to priority crime issues (youth at risk, gangs, drugs, etc.); Target high crime neighbourhoods and communities; foster the prevention of recidivism among high risk groups. The NCPS also supports the development, dissemination and use of practical knowledge in communities across Canada so that practitioners can do better crime prevention. The Strategy is administered by the NCPC.

Legislation

- Anti-Terrorism Act
- Canada Border Services Agency Act
- Canadian Peacekeeping Service Medal Act
- Canadian Security Intelligence Service Act
- Charities Registration (Security Information) Act
- Controlled Drugs and Substances Act
- Corrections and Conditional Release Act
- Criminal Code
- Criminal Records Act
- Department of the Solicitor General Act
- DNA Identification Act
- Emergencies Act
- Emergency Preparedness Act
- Firearms Act
- Immigration and National Refugee
- Protection Act
- Prisons and Reformatory Act
- Public Safety and Emergency Preparedness Act
- Royal Canadian Mounted Police Act
- Royal Canadian Mounted Police Pension Continuation Act

- Royal Canadian Mounted Police Superannuation Act
- Security Offences Act
- Transfer of Offenders Act
- Witness Protection Program Act

Organization

In April 2004 the new Department was reorganized into five branches, each headed by an Assistant Deputy Minister.

Community Safety and Partnerships This branch comprises the National Crime Prevention Centre (NCPC), the Corrections and Criminal Justice Directorate, and the Aboriginal Policing Directorate. Its functions are: crime prevention; corrections and conditional release; and Aboriginal policing.

National Crime Prevention Centre

Regional Delivery Structure

The National Crime Prevention Centre (NCPC) has staff in 6 main regional offices located in Atlantic Canada, Quebec, Ontario, the Prairies, British Columbia and the North. The NCPC's regional offices include program, evaluation, administrative personnel and regional managers. Regional staff is responsible for delivering the NCPC's programs in their respective jurisdictions.

The Crime Prevention Action Fund (CPAF) is the NCPC's largest funding program.

The delivery of the CPAF is governed by a partnership agreement between the NCPC and the provinces/territories. This federal-provincial-territorial partnership is a key element of the National Crime Prevention Strategy. This working group provides an intergovernmental forum which elaborates community safety and crime prevention policy and orientations.

The NCPC also includes:

Funding Programs

The National Crime Prevention Centre has streamlined its programs. It now delivers three funding programs: the Crime Prevention Action Fund (CPAF); the Research and Knowledge Development Fund (RKDF); and the Youth Gang Prevention Fund (YGPf). The CPAF supports communities in the development of effective community-based solutions to prevent crime and victimization. The RKDF supports demonstration projects, evaluation studies and specific studies

that fill gaps in the existing body of knowledge on crime prevention and that lead to the development of evidence-based models for community action. The YGPf supports initiatives in communities where there is an incidence or emerging threat of gangs. Supported projects will target risk factors associated with youth violence and gang involvement.

International Work

The NCPC ensures that international standards and norms and effective crime prevention policies and practices in place in other countries are reflected in the Centre's work. The NCPC also participates in bilateral and multilateral fora to advance knowledge development and dissemination.

Policy, Research and Evaluation

The Policy, Research and Evaluation unit is responsible for policy and coordination, strategic planning, and knowledge development. This unit is also responsible for meeting accountability and risk management requirements, for providing evaluation support to NCPC staff and project sponsors and managing the Grants and Contributions Information Management System (GCIMS).

Programs

Program staff in Ottawa is responsible for the delivery of national programs. Responsibilities of this unit include reviewing project proposals and processing grants and contribution agreements.

Corporate Management

The functions of this branch are: comptrollership; information management; management assurance, and human resources.

Emergency Management and National Security

This branch includes operational readiness and response, housing the Government Operations Centre; emergency preparedness and recovery programs; emergency management policy and national security policy.

Policing, Law Enforcement and Interoperability Branch

This branch includes the Law Enforcement and Border Strategies Directorate, the Policing Policy Directorate, and the Public Safety and Interoperability Directorate. Its functions are:

policing policy; borders policy; organized crime strategies; firearms policy; summit security policy; and Interoperability.

Strategic Policy Branch

Strategic Policy Branch is responsible for strategic policy, planning and research; international affairs including the security agenda for the Security and Prosperity Partnership of North America; Federal-Provincial and Territorial relations; citizen engagement; and ministerial and executive services.

Communications

Supporting all parts of the organization, Communications is made up of Public Affairs, Strategic Communications and Emergency Communications divisions. It is headed up by a Director General, who reports directly to the Deputy Minister Office, and is responsible for coordinating Ministerial announcements that are department specific and across the portfolio, and for producing communications products, developing public education campaigns, and providing “whole of government” communications support in times of a natural disaster, emerging threat or a national incident.

Information Holdings

Program Records

Aboriginal Policing

Description: Information on First Nations Policing Policy.

Topics: Program administration, workshops, federal/provincial inquiries, task forces relating to aboriginal policing, research and development projects both on and off reserve, general enquiries and requests to participate in the First Nations Policing Policy, proposals for policing agreements, follow-up monitoring information of the policing services and holistic, integrated initiatives (in collaboration with other departments/agencies and other governments), aimed at improving the lives of Aboriginal people, crime prevention projects.

Program Record Number: PSEPC CSP 20

Community Corrections

Description: Information on community interventions.

Topics: Probation; alternative sentencing; restitution; restorative justice; management and treatment of sex offenders.

Program Record Number: PSEPC CSP 21

Conditional Release

Description: Information on all aspects of conditional release from institutions.

Topics: Parole decision-making, parole supervision; statutory release; temporary absences; clemency; factors related to success/risk reduction; procedural safeguards; parole officer's role.

Program Record Number: PSEPC CSP 22

Correctional Administration

Description: Information of the administrative functions and activities of the Correctional Services of Canada.

Topics: Policy, human resources, visitors, reports and statistics, Boards of Inquiry, financial management, co-operation and liaison.

Program Record Number: PSEPC CSP 23

Corrections Policy

Description: Information on correctional policy, including the procedure for determining how and where offenders serve their sentences of incarceration; and projects relating to corrections which have been funded or proposed for funding by the Department.

Topics: Exchange agreements; inquiries, cost of correctional services; correctional objectives; aboriginal offenders; female offenders; visible minority corrections; Correctional Legislation, treatment of offenders; special incidents.

Access: Project files are arranged by name of project.

Program Record Number: PSEPC CSP 24

Counter-Terrorism and Contingency Planning-National Security Directorate

Description: Information on the development of contingency and preparedness plans in the event of a terrorist incident, including situation responses, either in a resource or lead capacity; implementation of the national counter-terrorism plan and the Operational Readiness Program; development of counter-terrorism policy initiatives.

Topics: Contingency plans; counter-terrorism program and counter-terrorism policies. National Security Directorate – Situation Room; exercises.

Program Record Number: PSEPC EMNS 057

Counterfeit Examiners

Description: information on requirements for counterfeit examiners under subsection 461(2) of the Criminal Code.

Topics: Requirements; designation revocation.

Access: Files arranged by Police Department.

Program Record Number: PSEPC PLEI 080

Crime

Description: Information on the nature and study of various types of crime; and on projects designed to develop policies, procedures and/or national programs for police, the private sector, and communities directed at avoiding the commission of a criminal act or offence.

Topics: The costs of crime and the criminal; unemployment and crime; homicide; sexual offenses; computers and crime; white-collar crime; impaired driving; terrorism; psychoactive substance abuse; Police Training Manual; anti-vandalism; Crime Prevention Kit; transnational crime and organized crime.

Program Record Number: PSEPC PLEI 081

Criminal Justice

Description: Information on the criminal justice system, including projects relating to criminal justice which have been funded or proposed for funding by the Department.

Topics: Objectives of the criminal justice system; myths on crime and criminal justice; sentencing; missing children; various international criminal offenses; capital punishment; public attitudes.

Access: Project files are arranged by name of project.

Program Record Number: PSEPC CSP 025

Emergency Management Operations

Description: Information on Government of Canada operational emergency response capabilities and programs including information pertaining to the National Emergency Response System, the Government Operations Centre and the Canadian Cyber Incident Response Centre.

Topics: National emergency response plans; consequence management and cyber security exercises; records related to operational activities and associated decision support materials; event planning and post-event analysis; incident warning and analysis products; cyber security operations and outreach activities; critical infrastructure interdependencies and vulnerability assessment methods, tools and studies.

Program Record Number: PSEPC EMNS 050

Federal/Provincial/Territorial Emergency Management Relations

Description: Information on the coordination of federal/provincial/territorial emergency management meetings and issues, and on Public Safety (EMNS) regional offices' roles and responsibilities.

Topics: Federal/provincial/territorial meetings relating to emergency management issues; Public

Safety's regional offices coordination; regional offices' roles and responsibilities in emergency management.

Program Record Number: PSEPC EMNS 051

Fingerprint Examiner

Description: Information on requirements for designation and revocation of fingerprint examiners under subsection 667(5) of the Criminal Code.

Topics: Requirements, designation, revocation.

Access: Files are arranged by province.

Program Record Number: PSEPC PLEI 082

Institutional Corrections

Description: Information on incarceration and on topics arising as a result of a sentence to a prison term, including information on specific programs, research and statistics.

Topics: Long-term incarceration; classification and typologies; inmates' rights; health care; correctional investigator, dissociation; grievance procedures; riots; hostage taking; suicides; independent chairpersons; life skills; trade and professional education; treatment program; living units; remission, rehabilitation.

Program Record Number: PSEPC CSP 026

Intergovernmental Affairs, Citizen Engagement and Branch Planning.

Description: The Directorate provides advice on federal, provincial, territorial priorities for the Department; is responsible for citizen engagement and supports the Cross-Cultural Roundtable on Security; and supports all branch planning activities.

Topics: Federal/provincial/territorial, analysis, citizen engagement, branch planning.

Program Record Number: PSEPC SPB 111

International Directorate

Description: This Directorate coordinates the development and delivery of the Department's international framework and related priorities. The directorate is also responsible for managing the government-wide Security agenda of the Security and Prosperity Partnership of North America.

Topics: Information on border, public safety, security matters, international affairs.

Program Record Number: PSEPC SPB 112

International Transfer of Offenders

Description: Information on the issues regarding the international transfer of offenders, where the person has been convicted and sentenced in a foreign state and requests to serve the remaining portion of the sentence in his/her home country.

Topics: Policy; treaties; objectives of international transfers; requirements; restrictions.

Program Record Number: PSEPC CSP 27

Law Enforcement Border Strategies

Description: Information on issues related to federal policing, law enforcement and border management.

Topics: Policing and law enforcement; comprehensive national and portfolio strategies on drugs and organized crime; DNA data bank; National Police Services; witness protection; federal (military) assistance to the RCMP and/or provincial police; child sexual exploitation; prostitution; child labour exploitation; child abduction and missing children; seniors; youth justice regime; children and youth at risk; international trafficking of persons; community policing; victims; fetal alcohol syndrome/effect; youth gangs; police associations; Police Week; Police Memorial; Mutual Legal Assistance Treaties; law enforcement issues such as standards, norms, training; designation under the law enforcement justification provisions; money laundering; marijuana grow operations; anti-smuggling initiative, e.g. tobacco smuggling; integrated proceeds of crime; related Federal/Provincial/Territorial (FPT) issues and information on FPT fora, e.g. the FPT ADM Committee on Policing Issues; commercial and economic crime; high tech crime and cryptography; child exploitation on the Internet; massmarketing fraud; identity theft; capital market fraud; corruption; border initiatives; international law enforcement cooperation; law enforcement and security components for initiatives led by other departments such as immigration and transportation security; Canada-U.S. Cross Border Crime Forum; National Coordinating Committee on Organized Crime (NCC); organized crime policy and coordination; criminal intelligence; high tech crime/internet crime; family violence; violence against women; biology casework analysis agreements; transnational organized crime, international treaties, conventions and agreements and international drug issues.

Program Record Number: PSEPC PLEI 086

National Crime Prevention Centre

Description: Information on cost-effective projects funded through grants and contributions programs to the communities across Canada.

Topics: Priorities groups – children, youth and families at-risk; Aboriginal people and their communities; high crime neighborhoods; youth gangs; and high risk offenders.

Program Record Number: PSEPC CSP 29

Part VI, Criminal Code – Invasion of Privacy

Description: Information on the policy, procedures and administrative aspects of the use of electronic

surveillance for the interception of private communications pursuant to paragraph 188(1)(a) and subsection 186(5) of the Criminal Code. This information is used to assist the Minister in fulfilling his responsibilities under Part VI of the Criminal Code, the provision of operational guidelines to designated agents and peace officers. This program record also contains information from police operational reports from agents designated under paragraph 185(1)(a), which is required to assist the Minister in fulfilling his responsibilities, as defined in section 195 of the Criminal Code, regarding the submission to Parliament of an annual report on the use of electronic surveillance.

Topics: Requirements, designation, revocation, annual report.

Program Record Number: PSEPC PLEI 084

Policing Policy

Description: Information on issues related to the RCMP's federal policing role; RCMP policing policies and functions; RCMP accountability to the executive and to the public including oversight issues relating to the Commission for Public Complaints against the RCMP and the RCMP External Review Committee; the resources, role, function, services, corporate issues, management, administration and operations of the RCMP including contract policing agreements, personnel policies and practices; international police peacekeeping; Part VI of the Criminal Code; the Canada Firearms Centre; and projects relating to policing which have been funded or proposed for funding by the Department.

Topics: Policing and policy issues; National Police Services; international witness protection; RCMP protective policing services; civilian oversight/police accountability; Commission for Public Complaints Against the RCMP (CPC); RCMP External Review Committee (ERC); RCMP labour management; Canadian international police peacekeeping activities; designations for electronic surveillance, counterfeit examiners, fingerprint examiners, and law enforcement justification designations under subsection 25.1(3) of the Criminal Code, Annual Report to Parliament on electronic surveillance designations and associated guidelines, Annual Report to Parliament on the RCMP's use of Law Enforcement Justification Provisions; Ministerial Directives; RCMP Contract Policing arrangements; RCMP Pension Advisory Committee for RCMP Superannuation Act; firearms; Security Cost Framework negotiations and reimbursements. Project files are arranged by name of project.

Program Record Number: PSEPC PLEI 085

Portfolio Relations

Description: Portfolio Relations (PR) is responsible for Cabinet and Parliamentary Affairs, Access to Information and Privacy, Ministerial Correspondence, the preparation of speeches for the Minister and Senior Officials. PR is also responsible for the coordination of briefing material for ministerial meetings and events, and ministerial requests for information.

Topics: Parliamentary returns; ministerial correspondence, speeches, access to information requests, privacy requests, briefing material.

Program Record Number: PSEPC PRPA 110

Public Safety Interoperability

Description: Information on issues relating to information sharing and interoperability between agencies responsible for criminal justice and public safety, and the interoperability of criminal justice information systems.

Topics: CPSIN-Standards – Canada Public Safety Information Network, Data Standards, Privacy, Performance Measurement Framework, Interoperability, Information Architecture, CPSIN Security Policy, Biometrics, Radio Communications Interoperability and FPT Joint Statement.

Program Record Number: PSEPC PLEI 083

Science and Technology Policy

Description: Information on the identification of appropriate science and technology solutions that address risks, challenges or create opportunities to enhance Canada's national security, national critical infrastructure, emergency management, or public safety; and for assessing these developments to define and recommend policies and other measures to enhance public safety.

Topics: Policy development and planning liaison, research, statistics, environmental scanning, higher education and science and technology portfolio management and coordination.

Program Record Number: PSEPC EMNS 052

Security and Intelligence Committees

Description: Information on the operations of security and intelligence committees, as well as the provision of administrative and policy support to these committees.

Topics: Security Advisory Committee; Intelligence Advisory Committee; Inter-departmental Committee on Security and Intelligence; Cabinet Committee on Security and Intelligence; subcommittees and study groups on the administrative security policy and national internal security policy responsibilities of the above committees.

Access: Files are arranged by committee, subcommittee or study group title, and by subject. All files are located in Ottawa.

Program Record Number: PSEPC EMNS 053

Security General

Description: Information on departmental security and security programs.

Topics: Training; information technology security; communications security; agreements; evaluations; incidents; clearances; physical security and security technology.

Program Record Number: PSEPC CM 005

Security Information

Description: The analysis and dissemination of information on potential threats to the internal security of the Government of Canada.

Topics: Internal security-policy; espionage, terrorism; civil disorder; analysis of security and intelligence information; periodic status reports.

Program Record Number: PSEPC EMNS 054

Security Intelligence Transition Group

Description: Information on the operations of the Security Intelligence Transition Group. This group was created in August 1981 to plan for the creation of a security intelligence agency separate from the RCMP and disbanded in July 1984 with the creation of the Canadian Security Intelligence Service (CSIS).

Topics: McDonald Commission recommendations; advice on pending legislation; the organizational, administrative, and personnel structure of the new security intelligence agency; and public opinion and enquiries. All files are located in Ottawa.

Program Record Number: PSEPC EMNS 055

Security Policy

Description: Information on the national security policies of the Government of Canada.

Topics: Security issues, statements and legislation; administrative security policy; and national security policy. All files are located in Ottawa.

Program Record Number: PSEPC EMNS 056

Special Offender Populations

Description: Information on sub-groups of offenders identifiable on the basis of age, gender, race, offence or special need.

Topics: Policy; females; aboriginal peoples; sex offenders; drug offenders.

Program Record Number: PSEPC CSP 28

Strategic Policy, Planning and Research:

Description: The Directorate is responsible for strategic policy, planning and research; and the

development of a strategic policy and planning framework; all corporate planning documents and departmental research priorities.

Topics: strategic policy development, planning, research.

Program Record Number: PSEPC CSP PRPA 113

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Business Continuity Plans

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Particular Personal Information Banks

Applications for Employment

Description: This bank contains information on individuals who have sent a written application for employment to the Department. The files contain letters, completed application forms, resumes, letters of reference and normally, letters from the Department acknowledging receipt of applications.

Class of Individuals: The bank contains personal information concerning individuals who are interested in securing employment with the Department.

Purpose: These records are used for reference when vacancies arise.

Consistent Uses: The information in this bank is used only for the purpose for which the information was collected.

Retention and Disposal Standards: These records are kept for two years and then destroyed.

RDA Number: 98/005

Related PR#: PSEPC PRN 920

TBS Registration: 001532

Bank Number: PSEPC PPU 010

National Security Records

Description: This bank was established in 1971 and contains personal information which is filed principally by subject heading, as well as personal identifiers. Personal information is normally retrievable if specific subjects, dates or events are provided. This personal information relates to espionage or sabotage that is against or is detrimental to the interest of Canada; or, activities directed toward or in support of such activity; foreign-influenced activities within or relating to Canada that are detrimental to the interest of Canada, and are clandestine or deceptive, or involve a threat to any person; activities within or relating to Canada directed toward or in support of the threat or use of acts of serious violence against persons or property for the purpose of achieving a political objective within Canada or a foreign state; and, activities directed toward undermining by covert unlawful acts, or directed toward or intended ultimately to lead to the destruction or overthrow by violence of the constitutionally established system of government in Canada. Information is also held in respect to advice to the Minister, and the Minister's responsibilities under the Citizenship Act and the Immigration Act. This bank also contains personal information relating to criminal intelligence investigations or cases involving offenses against the Criminal Code, and/or against federal and

provincial statutes and includes such matters as organized crime and terrorism, which have implications for the security of Canada relating to federal government activities and contingency plans designed to counter, or respond to, activities hostile to the security of Canada in peace or war; or relating to investigations concerning threats or incidents involving national or international dignitaries or involving government property; and relating to information provided by foreign or Canadian dignitaries for protective purposes. This bank may also contain personal information that, in relation to the defence of Canada or to the conduct of the international affairs of Canada, pertains to the capabilities, intentions, or activities of a foreign state or group of foreign states; of any person other than a Canadian citizen or permanent resident; or, any corporation except one incorporated pursuant to the laws of Canada or of any province. This bank also includes information relating to the administrative security policies and programs of the Government of Canada including measures to ensure personal security; information security; EDP security; communications security and technical security. This bank also contains information in relation to the duties and functions of the Inspector General and the Security Intelligence Review Committee, and information relating to the mandate of the former RCMP Security Service collected prior to July 16, 1984.

Class of Individuals: Information in this bank relates to individuals who are known or suspected to be involved in activities constituting threats to the security of Canada, or contrary to law, or who may be subject to threats or possible threats to their safety; and individuals who may, in relation to the defence of Canada or the conduct of international affairs, provide information or intelligence relating to the capabilities, intentions or activities of foreign states or persons.

Purpose: This bank is used to support the Minister, the Deputy Minister, and their officials in the exercise of their statutory duties, powers and functions; in carrying out such other national security and related law enforcement responsibilities as may be assigned to them; and in fulfilling their obligations to manage, and be accountable to Parliament for, the national security policies and programs of the Portfolio. This bank may be subject to the following use or disclosure: information relating to threats to the safety of persons or property or to the security of Canada may be disclosed to officials of the Government of Canada, to officials of other levels of government in

Canada, and to such other persons as the Minister may determine are either subject to such a threat, or are in a position to assist the Government of Canada in the detection, prevention or suppression of any such threatening activities; information relating to activities known or suspected of being contrary to law may be disclosed to persons having jurisdiction to investigate such activities, or to persons with responsibility to enforce the law; information in this bank is also used to develop policy and provide advice to the Minister in relation to national security policy, ministerial direction of the Canadian Security Intelligence Service, and to the RCMP in relation to its responsibilities set out in section 6(1) of the Security Offences Act; the exercise of ministerial authority pursuant to the Canadian Security Intelligence Service Act and the relevant provisions of the Citizenship Act and the Immigration Act respecting individuals known or suspected of being involved in subversive or hostile activities, including terrorism and other criminal activities; and to the Cabinet, its committees, and federal departments and agencies in relation to national security policy, threats to the security of Canada; the analysis and implementation of administrative security policies; and the formulation of plans and other measures designed to counter, or respond to threats to the security of Canada in peace or war.

Retention and Disposal Standards: Retention periods range from 10 to 50 years, depending on subject and then sent to Library and Archives Canada.

RDA Number: 94/012

Related PR#: PSEPC EMNS 054 and PSEPC EMNS 056

TBS Registration: 003355

Bank Number: PSEPC PPU 026

Policing and Law Enforcement – RCMP Personnel and Administrative Records

Description: This bank contains personal information on certain individuals who are currently serving or who have served in the RCMP. The files contain information on individuals who have been involved in complaints against the Force or its members, the files contain reports, memoranda and correspondence.

Class of Individuals: Individuals who are currently serving or who have served in the RCMP; individuals who have been involved in complaints against the RCMP or its members.

Purpose: This information is used: (i) to provide advice to the Minister in respect of his statutory responsibilities for all matters pertaining to the

RCMP; and (ii) to provide policy support and advice to the Minister, in furtherance of his statutory responsibility to provide direction to the Commissioner of the RCMP.

Consistent Uses: The information in this bank is used only for the purpose for which it was collected.

Retention and Disposal Standards: Records are retained for ten years and then destroyed.

RDA Number: 94/012

Related PR#: PSEPC PLEI 085

TBS Registration: 001539

Bank Number: PSEPC PPU 045

Records Access Request Bank

Description: This bank contains requests for information, responses to requests, and information relating to their processing. Information is organized first by fiscal year and then by sequence of the access requests numbers.

Class of Individuals: This bank contains records relating to individuals who have submitted a request i.e. name, address, telephone number and other information as provided on the request form.

Purpose: This bank is used in the administration of the Access to Information Act and the Privacy Act.

Consistent Uses: The information in this bank is used only for the purpose for which the information was collected.

Retention and Disposal Standards: The files are kept for a minimum of two years and then destroyed.

RDA Number: 98/001

Related PR#: PSEPC PRN 930

TBS Registration: 001531

Bank Number: PSEPC PPU 005

Security Clearance Records

Description: This bank contains personal information on individuals who are or have been, the subject of security screening procedures in relation to pre-employment/ employment with federal government institutions and/or the private sector working under federal government contracts, and whose cases have been referred to the Minister or the Security Advisory Committee for advice. This bank also contains the reports of the Security Intelligence Review Committee provided to the Minister pursuant to subsection 52(2) of the Canadian Security Intelligence Service Act containing the findings and recommendations of the Committee concerning complaints by individuals denied a security clearance. This bank may also contain personal data, criminal records, security analyses, investigative reports, related

correspondence and a notation of the level of clearance requested, granted or denied.

Class of Individuals: Individuals who are, or have been, the subject of security screening procedures in relation to pre-employment/employment with federal government institutions and/or the private sector working under federal government contracts, and whose cases have been referred to the Minister or the Security Advisory Committee for advice.

Purpose: The information in this bank is used to support the Minister, Deputy Minister, and their officials in the exercise of their duties, powers and functions with respect to the security assessment and security clearance program of the Government of Canada.

Consistent Uses: Information in this bank concerning the loyalty to Canada, and so far as it relates thereto, the reliability of individuals, may be disclosed to officials of the Government of Canada, or to officials of a province, where the government of a province or a police force in a province, have entered into an arrangement with Canadian Security Intelligence Service pursuant to subsection 13(2) of the Canadian Security Intelligence Service Act to provide it with security assessments; information in this bank is also used to support analysis and advice given in respect of decisions taken, or to be taken, in departments or agencies of the federal government, on the suitability of an individual for a security clearance; or to provide advice with respect to the policy implications of particular cases.

Retention and Disposal Standards: Records are retained for 20 years and then transferred to Library and Archives Canada.

RDA Number: 94/012

Related PR#: PSEPC EMNS 054

TBS Registration: 001538

Bank Number: PSEPC PPU 040

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Personnel Security Screening

Classes of Personal Information

Departmental Records Offices

In the course of conducting the programs and activities of the Department, personal information may be accumulated which is not contained in any of the specific personal information banks described in this entry, or the standard banks located elsewhere in the index. Such personal information exists in a fragmented form throughout some 33,000 files located in Ottawa. The information relates to criminal justice system policy; police and law enforcement issues; and general administrative matters. Most of the information is generated internally. However, a portion comes from the general public in the form of opinions or inquiries. This information is not intended to be used for any administrative purpose affecting individuals by the Department. Information may include names, addresses, profession, and is normally only retrievable if specifics are provided, e.g., project titles, dates, events, organization titles and locations.

Security Intelligence Transitional Group In the course of conducting the activities and programs of this planning group, personal information may have been accumulated which was not contained in the specific personal information bank described in this entry, i.e. planning information on the organizational, personnel and administrative structure for the new security agency; public opinions and enquiries. This information is not intended for use in any administrative purpose affecting individuals by the Security Intelligence Transitional Group. The information may contain names, addresses, and position titles and is stored as a part of the general subject files where records are not retrieved by personal identifiers. The information is only retrievable if specific subjects, dates, or events are provided.

Manuals

- Government Communications Policy
- Guidelines for Agents and Peace Officers Designated by the Minister

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The Department has general information services available to the public which should be consulted as a first step to obtaining further information about the Department and its various programs and functions. Please contact:

Communications Group
Public Safety Canada
340 Laurier Avenue West
Ottawa, Ontario K1A 0P8

Telephone: 613-991-2800

Information is also available on the Web at the following address: www.publicsafety.gc.ca

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The public reading room is located on the ground floor at:

340 Laurier Avenue West
Ottawa, Ontario

Public Sector Integrity Canada (formerly Public Service Integrity Office)

Chapter 145

General Information

Background

On April 15, 2007, the Public Servants Disclosure Protection Act (PSDPA) entered into force. It creates the Office of the Public Sector Integrity Commissioner, designated as Public Sector Integrity Canada (PSIC). The new legislation replaces the Treasury Board Policy on the Internal Disclosure of Information Concerning Wrongdoing in the Workplace. The files opened under the Policy at the date of the coming into force are to be continued in accordance with the PSDPA.

The mandate of PSIC is to maintain and enhance public confidence in the integrity of public servants by providing them with means and mechanism to disclose wrongdoing while being protected from reprisal for making such disclosure.

The Public Sector Integrity Commissioner is an independent agent. She reports directly to Parliament.

Responsibilities

The mandate of Public Sector Integrity Canada (PSIC) is to provide public servants with mechanism to make disclosures concerning potential wrongdoing in the public sector and to protect public servants making such disclosures from reprisal. The Commissioner's role is to enforce prohibition against reprisal, presents reports to Parliament, provides access to independent legal advice when necessary, gives information about disclosure mechanisms, ensures that the rights of the parties are respected in terms of natural justice and procedural fairness and protects the identity of persons involved in the disclosure process.

Disclosures of Wrongdoing

The Commissioner may investigate a disclosure of wrongdoing. The purpose of the investigation is to bring wrongdoing to the attention of chief executives and to make recommendations concerning appropriate corrective measures. Wrongdoing is defined as a contravention of any Act or regulation made under such Act; misuse of public funds or a public asset; gross

mismanagement; an act or omission that creates a substantial danger to the life, health or safety of persons; a serious breach to the code of conduct applicable to the public sector; knowingly directing or counseling a person to commit a wrongdoing.

Protection from reprisal

The Commissioner may investigate a complaint of reprisal and may refer the complaint to the Public Servants Disclosure Protection Tribunal. The PSDPA sets out the possibility for the parties to settle by means of conciliation. Reprisal is a measure taken against a public servant because he or she has made a protected disclosure or has, in good faith, cooperated in an investigation under the PSDPA. Reprisal is a disciplinary measure, the demotion, the termination of employment, a discharge or dismissal, any measure that adversely affects the employment or working conditions or a threat to take any such measure.

Legislation

- Public Servants Disclosure Protection Act, S.C. 2005, c. 46

Organization

The Public Sector Integrity Commissioner is appointed as an Agent of Parliament by an Order in Council and approved by resolution of both Houses of Parliament, after consultation with the leader of every recognized party in the Senate and House of Commons. The Commissioner holds office for a term of seven years and can be re-appointed for another period of seven years.

The employees of the Commissioner's Office are appointed in accordance with the Public Service Employment Act. Public Sector Integrity Canada is composed of a registrar, an investigation unit, legal and corporate services.

Information Holdings

Program Records

Operations

Description: Operational information of Public Sector Integrity Canada (PSIC) includes records on the development of PSIC's mandate, studies, research, policy and the Public Servants Disclosure Protection Act and procedures in carrying out the mandate that are not included in Standard Program Records. This bank may also include information related to the PSIC Web Site and Mail. As well certain documents may be located in the Treasury Board of Canada Secretariat Standard Program Records.

Note: Formerly PSIO 001.

Topics: Statistics and activities records, communications, publications.

Access: This information is accessible by subject matter.

Program Record Number: PSIC 001

Allegations of Wrongdoing Investigation Records

Description: Case files containing information concerning allegations made under the Treasury Board Policy on Internal Disclosure of Information Concerning Wrongdoing in the Workplace. Since April 15, 2007 allegations of wrongdoings made pursuant to the Public Servants Disclosure Protection Act are also included in the records. It contains administrative files and procedures regarding any aspect of the work done by the PSIC whether during an investigation or at the preliminary review stage. It may include all documents necessary for the conduct of the Commissioner's mandate and among others any document on which the Commissioner based its findings, made its recommendations or negotiated a remedy where applicable. It may also contain information concerning judicial review of the Commissioner's findings for those cases that have been the object of such review.

Note: Formerly PSIO 003.

Topics: Policy, procedures, research documents, evidence, exhibits, arguments, notes of telephone conversations or meetings and information on resolution of issues where applicable.

Access: By Records number or name of the complainant and/or institution concerned.

Program Record Number: PSIC 002

Complaints of Reprisal Records

Description: Case files containing information concerning complaints of reprisal made under the Treasury Board Policy on Internal Disclosure of Information Concerning Wrongdoing in the Workplace. Since April 15, 2007 complaints of reprisal made pursuant to the Public Servants Disclosure Protection Act are also included in the records. It contains administrative files and procedures regarding any aspect of the work done by the PSIC whether during an investigation or at the preliminary review stage. It may include all documents necessary for the conduct of the Commissioner's mandate and among others any document on which the Commissioner based its findings, made its recommendations, negotiated a remedy where applicable or made an application to the Public Servants Disclosure Protection Tribunal for determination. It may also contain information concerning judicial review of the Commissioner's findings for those cases that have been the object of such review.

Note: Formerly PSIO 003.

Topics: Policy, procedures, research documents, evidence, exhibits, arguments, notes of telephone conversations or meetings and information on resolution of complaints where applicable.

Access: By Records number or name of the complainant and/or institution concerned.

Program Record Number: PSIC 004

Legal Matters

Description: This holding contains legal opinions on pertinent policies, regulations and legislations that may have an impact on the work of Public Sector Integrity Canada (PSIC). It also contains information on legal proceedings in which the PSIC may be involved, notably with the Public Servants Disclosure Protection Tribunal.

Note: Formerly PSIO 004.

Topics: The Bank may include pleadings, briefs, appeal files, transcripts and statements of evidence, opinions and related correspondence. The greater part of the information contained in the litigation files are obtained from the relevant court registry files.

Access: The information is accessible by the investigation file number assigned to the case or court file or by subject if not related to an investigation or court file.

Program Record Number: PSIC 005

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Acts and Legislation

Administration

Administration and Management Services

Automated Document, Records, Information Management Systems

Budgets

Employment and Staffing

Equipment and Supplies

Furniture and Furnishings

Hospitality

Office Appliances

Official Languages

Personnel Security Screening

Proactive Disclosure

Procurement

Relocation

Training and Development

Travel

Particular Personal Information Banks

Disclosure of Wrongdoing and Complaint of Reprisal

Description: Records in this bank consist of information received from public servants or members of the public alleging that wrongdoing has been or is being committed in the workplace. It also contains information concerning complaints of reprisal made by public servants. Personal information may be found in the letter alleging that a person has committed a wrongdoing or an act of reprisal. This bank may include information such as the date and nature of the wrongdoing or reprisal act, records of interviews, investigations reports, analyses of events, records of decision taken, correspondence or any document received or generated during the initial review or the investigation itself. It may also contain information collected from government or non-government sources in the process of the case review or the investigation.

Class of Individuals: This bank applies to employees of the Public Service listed in Schedules I to V of the Financial Administration Act, employees of Crown corporations or other public bodies listed in Schedule I of the Public Servants Disclosure Protection Act (PSDPA), members of the Royal Canadian Mounted Police, witnesses, other parties to the allegation and members of the public (for allegations of wrongdoings under PSDPA).

Purpose: The information is used to deal with allegations made under the Policy on the Internal Disclosure of Information Concerning Wrongdoing in the Workplace or complaints of job reprisal. Since April 15, 2007 it is used to deal with allegations of wrongdoings and complaints of reprisals made under PSDPA. It is used to assess the nature of the alleged wrongdoing or the complaint of reprisal, initiate investigations if needed, review evidence and produce findings and recommendations or to make an application to the Public Servants Disclosure Protection Tribunal for determination. It is also used to report to Parliament.

Consistent Uses: Information is used for research and statistical purposes to identify and substantiate behavioural and systemic problems, to detect trends, and contribute to recommendations leading to improvements in the welfare and governance of the government of Canada. The process of confidentiality is subject to the Privacy Act. Personal information received by PSIC may be disclosed during an investigation if required by the rule of natural justice or to resolve the matter (e.g. complaint of reprisal). In some cases, the Commissioner may determine that other avenues may be more appropriate to address the matter. The Commissioner may report it to authorities having the powers to investigate under federal, provincial and municipal statutes. When dealing with an issue of a systemic nature, no personal information will be communicated to the institution concerned.

Retention and Disposal Standards: PSIC is currently developing a retention schedule.

RDA Number: Under development.

Related PR#: PSIC 003

TBS Registration: 005473

Bank Number: PSIC PPU 015

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Executive Correspondence Management Systems

Hospitality

Personnel Security Screening

Relocation

Travel

Classes of Personal Information

Public Sector Integrity Canada (PSIC) receives anonymous complaints or correspondence on the issue of disclosure of wrongdoing and job reprisal which may not trigger an investigation or a correspondence but can be used for statistical or trend analysis purposes. This information can be retrieved by name of institution to which the information relates or by a combination of both the name of the institution concerned and date of receipt of the correspondence by the PSIC or by the subject matter.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about Public Sector Integrity Canada may be directed to:

Public Sector Integrity Canada
60 Queen Street, 7th Floor
Ottawa, Ontario K1P 5Y7

Telephone: 613-941-6400

Toll-Free: 1-866-941-6400

Facsimile: 613-941-6535

Internet: www.psic-ispc.gc.ca

Reading Room

In accordance with the Access to Information Act, a meeting room has been designated within the office. The address is:

60 Queen Street, 7th Floor
Ottawa, Ontario

Public Service Commission of Canada

Chapter 146

General Information

Background

The Public Service Commission (PSC) is an independent agency responsible for safeguarding the staffing values of a professional public service. It is accountable to Parliament and has been in existence since 1908 under various titles and legislations.

Responsibilities

The PSC ensures that the people of Canada are served by a highly competent public service that is non-partisan, representative of Canadian society and able to serve the public in the official language of their choice.

The PSC administers the Public Service Employment Act (PSEA) which governs staffing in the Public Service. It develops policies and programs that shape staffing, establishes recourse mechanisms related to appointments and monitors the conduct of delegated staffing.

Legislation

- Public Service Employment Act
- Public Service Employment Regulations

Organization

Audit Branch

The PSC's Audit Branch conducts public service-wide independent audits and studies to provide objective information, advice and assurance to Parliament, and ultimately Canadians, about the integrity of the appointment process, including the protection of merit and non-partisanship. In addition, the Audit Branch provides appointment data and analysis in support of the PSC's oversight role and information needs of departments and agencies.

Commissioners

The jurisdictional powers of the Public Service Commission rest with the President, appointed for a seven-year term, and the other Commissioners. Together, they set overall policy in accordance with the Public Service Employment Act.

Commission and Corporate Secretariat

The Commission and Corporate Secretariat provides support, advice and services to the Commission and PSC senior management and acts as the custodian of the Commission's governance framework. It is responsible for the provision of administrative and operational support for the meetings of the Commission and other departmental committees and processes exclusion approval orders. The Secretariat coordinates and processes Access to Information and Privacy (ATIP) requests and manages ATIP activities. It houses the Office of Conflict Management, which includes the Ombudsman, Values and Ethics and the Informal Conflict Management System functions. As necessary, the Secretariat manages any international agreements and Memoranda of Understanding and co-ordinates international activities.

Corporate Management Branch

The Corporate Management Branch develops and monitors corporate management planning frameworks and policies related to the management accountability framework, finance, human resources management, information technology, communications and other administrative and support services; provides central services and systems in support of all PSC programs, including the offices of the President and Commissioners; and formulates and implements policies, plans, guidelines, standards, processes and procedures to support the decision-making process of the Commission.

Policy Branch

This Branch carries out key policy development and oversight functions in support of the Public Service Employment Act. The Branch is accountable for the interpretation, application and development of policies under the Act, including aspects related to equity and diversity and the political activities of public servants; negotiating, monitoring and evaluating the way deputy heads exercise their delegated staffing authorities and recommending corrective action as needed; managing the administration of priority entitlements; contributing to the future-oriented vision of the PSC as an independent agency

and developing strategic policy frameworks; managing the development of the PSC's annual report; and coordinating with central agencies and departments the full implementation of the Public Service Employment Act.

Investigations Branch

This Branch conducts investigations and promotes the use of alternative dispute resolution methods. They have the mandate to conduct several types of investigations related to external appointment processes; non-delegated internal appointment processes; allegations of politically influenced appointments and fraud; improper political activities; and, at the request of deputy heads, investigations of internal appointment processes. This branch is also conducts appeal hearings and investigations related to selection and staffing processes that were initiated under the former Public Service Employment Act.

Staffing and Assessment Services Branch

This Branch develops, and delivers recruitment, staffing and assessment systems, programs, services and products for use across the public service; provides delegated recruitment services to all its client departments; provides delegated staffing services to organizations (under the non-delegated and delegated authorities) which request the services of the Branch, or which have lost all or part of their delegation as a result of a PSC oversight activity; develops and implements service strategies, policies and structures.

Regional Offices

The Commission's regional offices are collectively responsible for delivering staffing, recruitment and assessment programs and services to federal departments and their candidates, as well as to members of the public across Canada. The regional director generals are responsible for adapting the PSC's programs and services to the particular needs of each region.

Information Holdings

Program Records

Appeals and Deployment Recourse

Description: Information on appeals by public servants against internal appointments and complaints against deployments that are heard

with respect to alleged breaches of the former Public Service Employment Act and Regulations.

Topics: Appeals, appeal files, complaint documents and statistics.

Format: Electronic; audiotapes may exist.

Program Record Number: PSC AIB 005

Communications and Parliamentary Affairs

Description: Contributes to strategic planning and provides advice to Public Service Commission management by: analyzing the parliamentary, Public Service and public environments; developing corporate positions and appropriate responses; recommending communications and parliamentary relations approaches and providing the products and services necessary to implement those approaches. Ensures an integrated approach to Public Service Commission communications and parliamentary relations; develops and maintains appropriate and consistent corporate messaging; coordinates and supports internal and external communications through plans, products and services across the Commission and with other departments and agencies.

Topics: Communications planning, writing and editing, speeches, print and electronic publishing, media relations and parliamentary relations.

Access: PSC Internet www.psc-cfp.gc.ca

Program Record Number: PSC CMB 022

Corporate Planning Reporting and Evaluation Directorate (DPRED)

Description: This Directorate is responsible for the preparation of the Report on Plans and Priorities, the Operational Plan, the Quarterly Progress Reports and the Departmental Performance Report. CPRD is also responsible for the development and implementation of action plans for the Performance Measurement, the Management Accountability Framework, the Corporate Risk Management and the Information Management.

Format: Electronic.

Program Record Number: PSC PRN 914

Delegation

Description: Information on the administration of the priority entitlements flowing from the Public Service Employment Act and Regulations and responsibilities related to the broader area of Work Force Adjustment (WFA).

Note: Formerly Recruitment Programs and Priority Administration.

Topics: Policy and program development; interpretation and guidance to departments; referral and placement of priority persons; Priority Administration System.

Access: PSC Web site.

Format: Paper, electronic files, database.

Program Record Number: PSC SPB 033

Executive Programs

Description: Information on the recruitment, assessment, selection and counseling for executives and employees in the feeder groups.

Topics: Resourcing services to departments, priority placement; resourcing/competition files; recruitment, selection, assessment and employment counseling.

Access: Written request or e-mail.

Format: Paper.

Program Record Number: PSC SPB 065

External Audits

Description: Information on audits pertaining to the management of staffing and the exercise of the non-delegated staffing authority, and on the implementation of the policies of the Canada Public Service Agency (CPSA).

Topics: Audits of departments' staffing practices; methodology and guidelines for audits.

Access: This information is organized by subject or by department and agency. It is administered by the Audit Branch.

Format: Electronic or paper.

Program Record Number: PSC AIB 011

Investigations, Mediation and Conciliations

Description: Information on the investigation, conciliation and mediation of concerns related to non-appealable staffing matters, and/or investigations of allegations of improper political activities by public servants, and on any other matter arising out of or relating to the administration or operation of either the former or current Public Service Employment Act and Regulations. Information on closed harassment investigation files conducted under a previous third party mandate pursuant to now revoked Order-in-Council PC 1986-2350.

Topics: Investigations, investigation and conciliations files.

Format: Electronic; audiotapes may exist.

Program Record Number: PSC AIB 010

Management and Planning Services

Description: Information on monitoring, analysis and research on issues related to staffing policies.

Note: Formerly Monitoring and Information Management.

Topics: Monitoring and information management, staffing data and information systems, data and analysis services.

Access: This information is organized into three categories: by characteristics of employees who have been appointed to positions in the public service or who have left the public service, by department or agency or by subject. It is administered by the Audit Branch.

Format: Electronic or paper.

Program Record Number: PSC SPB 032

Mediation, Investigation and Coaching in the Prevention and Resolution of Harassment in the Workplace

Description: Information on closed files related to mediation, investigation and coaching on matters of harassment pursuant to the Treasury Board's Policy on the Prevention and Resolution of Harassment in the Workplace, under now revoked Order-in-Council PC 2001-955.

Topics: Mediation, Investigation, Coaching, Harassment.

Program Record Number: PSC RB 002

Other Inquiries

Description: Information pertaining to other inquiries relating to allegations of irregularities or fraudulent practices in a selection process, revocations of appointments, delegation of authority and requests for deleting the names of candidates from the selection process and/or from a qualified pool.

Topics: Other inquiries.

Program Record Number: PSC RB 001

Personnel Psychology Centre (PPC)

Description: Information on personnel assessment tools that help public service managers identify and develop competent staff; career counseling for aspirants to, and employees at, executive levels; career transition counseling for departments' employees; consultation and training to the human resources community.

Topics: Assessment tools and techniques, on-line tests, Competency Profiles.

Program Record Number: PSC SPB 037

PSC's Seven Regional Offices

Description: Information on the provision of non-delegated staffing activities (other than EX) such as recruitment, corporate program recruitment, and specialized program recruitment on behalf of other departments and agencies.

Note: Formerly Staffing Operations.

Topics: Administration of central staffing; recruitment programs; outreach; referral of external

and internal candidates to departments and agencies.

Program Record Number: PSC SPB 030

Staffing and Systems Services

Description: Information on the management of external recruitment programs and on the development of approaches aimed at recruiting highly qualified individuals to the federal public service.

Note: Formerly Recruitment Programs.

Topics: Recruitment approaches and guidelines; post-secondary and student recruitment.

Program Record Number: PSC SPB 031

Staffing Framework

Description: Information on the development of proposals for legislation, regulations, statutory instruments, policies and standards pursuant to the Public Service Employment Act, in staffing and in the delegation of authority to departments; and on the coordination of parts of the Official Languages Program for which the PSC is responsible as a central agency.

Topics: Standards, directives, methods, policies and procedures to implement staffing in the federal Public Service; assessment and counseling services; staffing authorities and delegation; Staffing Delegation and Accountability Agreements; Appointment Delegation and Accountability Instruments; staffing consultant certification files; Staffing Knowledge Exams; program development and consultation; statistics on appointments to bilingual positions; special studies; official languages exclusion order files; departmental staffing reports and PSC assessments.

Program Record Number: PSC SPB 050

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Administration

Administration and Management Services

Budgets

Buildings and Properties

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Personnel

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Travel

Particular Personal Information Banks

Applicant Inventories Pools and Referrals

Description: This bank may contain applications/curricula vitae, test results, and screening and referral information resulting from external advertised processes. Individuals seeking access to this information are required to specify the city to which they presented an application for employment and reference numbers in cases of external advertised processes.

Class of Individuals: Non-public servants and public servants who have applied to an external advertised process.

Purpose: This bank exists in accordance with section 11(a) of the Public Service Employment Act to provide for the maintenance of inventories/pools of candidates who have applied for employment to the public service of Canada in occupational groups other than the Executive Group.

Consistent Uses: This bank is used to identify applicants suitable for referral and appointments to positions in the public service and to record referral information. The information on employment equity groups is used for statistical purposes by the PSC, Treasury Board and the employing department. The information in this bank is frequently matched with information on appointment; test results we need for statistical purposes and program evaluation.

Retention and Disposal Standards: Records are maintained for two (2) years after being removed from the inventories or after referrals have been made and then destroyed. Computerized information is retained for five (5) years. Unsolicited applications are maintained for six (6) months and then destroyed.

RDA Number: 2001/025

Related PR#: PSC SPB 030

TBS Registration: 001422

Bank Number: PSC PPU 015

Exit Interview Program (EIP)

Description: This information is collected from employees during their Exit Interview, should they choose to undertake one. The personal information collected may include the individual's name (optional), branch, directorate, region, group and level; reason for leaving the Public Service Commission (PSC); contributing factors for leaving the PSC; job satisfaction; and work environment; employees' comments and reflections on their work experience at the PSC and opinions about other individuals (although comments about other individuals are not encouraged).

Note: This information is gathered through one of three ways: employees can request an interview with his/her own manager; employees can request an interview with a designated HR contact; or employees can complete a questionnaire.

Class of Individuals: PSC employees who choose to participate in this program when ceasing their employment with the PSC and individuals that may be referenced by those who undergo an exit interview, i.e. current and former employees, managers and other individuals that worked at the Public Service Commission as contractors, temporary agency staff, students, etc.

Purpose: The goals of the program are to: provide a mechanism where employees are encouraged to talk about their experiences at the PSC, identify issues, trends and successes in the organization and offer suggestions on ways to improve the working environment; identify changes needed in departmental operations, policies and practices which may increase the job satisfaction of employees.

Consistent Uses: This information may be used to generate statistical ad hoc and annual reports to senior management.

Retention and Disposal Standards: Hard copies of documentation will be retained for a period of 2 years after the employee leaves the organization and then destroyed. All consolidated information (which is maintained in an electronic database) and annual reports will be retained for a period of 5 years and then destroyed.

RDA Number: 98/005

Related PR#: PSC PRN 918 and PSC PRN 921

TBS Registration: 007055

Bank Number: PSC PPU 200

Federal Student Work Experience Program (FSWEP): Inventory of Applicants

Description: This bank may contain the following information: applications for employment, job requests, and requests for re-employment, records and results of referrals of applicants.

Class of Individuals: Non-public servants who are full-time students and apply to the FSWEP.

Purpose: This bank exists in accordance with section 5 of the Public Service Employment Act and Order-in-Council P.C. 1997-488 to record information on the referral of applicants by the PSC to departments and agencies.

Consistent Uses: This bank is used to identify applicants for student employment under the FSWEP. It is also used to provide information on applicants referred by the PSC. The information on employment equity groups is used for statistical and referral purposes by the PSC and the employing department.

Retention and Disposal Standards:

Computerized and hard copy records are retained for five (5) years, and then destroyed.

RDA Number: 2001/025

Related PR#: PSC SPB 031

TBS Registration: 003952

Bank Number: PSC PPU 086

Investigations

Description: This bank may contain excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, performance evaluations, press clippings, memoranda of agreement and formal investigation reports. It may also contain information dealing with conciliation actions undertaken with departments, employees, representatives or complainants. It may also contain closed harassment investigations conducted by the Investigations Branch, as a third party, pursuant to a previous mandate under a now revoked Order-in-Council.

Class of Individuals: Non-public servants and public servants who have suggested an investigation related to the application of either the former or the current Public Service Employment Act and its Regulations, and persons involved in the case and/or public servants involved in closed harassment investigations conducted by the Investigations Branch, at the request of a department.

Purpose: This bank exists in accordance with sub-section 7.1 of the former Public Service Employment Act and the Order-in-Council P.C. 1986-2350 (now revoked) as well as the subsequent Order-in-Council P.C. 2001-955 (now revoked) and in accordance with sections 66, 67, 68, 69, 118 and 119 of the current Public Service Employment Act to record information with respect to investigations related to the application of either the former or the current Public Service Employment Act and Regulations and to record complaints of harassment in the workplace as defined by Treasury Board policy.

Consistent Uses: The information is used so that allegations may be examined, recommendations made and corrective actions taken if warranted. It is also used to prepare background documentation to establish a board of inquiry or the preparation of a Federal Court file, and to provide information for Public Service Commission reports to Parliament, statistical reports and/or Departmental Performance Reports.

Retention and Disposal Standards: Paper records are retained active during the investigation, conciliation or disclosure phase, five (5) years inactive, then destroyed. Concerns which do not become a formal investigation are kept for two (2) years and then destroyed. Computerized records are retained on-line for five (5) years, and then deleted.

RDA Number: 2001/025

Related PR#: PSC AIB 010

TBS Registration: 001421

Bank Number: PSC PPU 010

Leadership Competencies Assessment Services (Formerly Assessment Centre for the Early Identification of Executive Potential)

Description: This bank may contain memoranda and letters; biographical information and assessment results or assessor comments. This bank may also include assessment and career counseling data for candidates participating in developmental programs.

Class of Individuals: Candidates who have been assessed by our assessment tools or were scheduled to be assessed by our assessment tools.

Purpose: This bank exists in accordance with sections 30 and 36 of the Public Service Employment Act (section 10 and sub-section 16(1) of the former Act, in force until December 31, 2005) to record and provide information relating to the assessment of candidates.

Consistent Uses: This bank is used to provide assessment information to candidates requesting feedback, to gather normative data on candidates who have gone through the Assessment Centre and for research and development purposes. It is also used to provide information relating to the assessment of applicants for executive positions of departmental development programs so that meritorious selections can be made. Information related to IPEX candidates' results is shared with Executive Counseling Services.

Retention and Disposal Standards: Records are retained for five (5) years after the assessment and then destroyed.

RDA Number: 2001/025

Related PR#: PSC SPB 034 and PSC SPB 065

TBS Registration: 001430

Bank Number: PSC PPU 055

Occupational Test Results

Description: This bank may contain test answer sheets or written exams and results for persons who, for selection or other purposes, have undergone PSC tests. Individuals completing a Personal Information Request Form are required to provide their full name and Personal Record Identifier (PRI, or if they have no PRI, their date of birth).

Class of Individuals: Non-public servants and public servants who have undergone tests developed by the PSC.

Purpose: This bank exists in accordance with paragraph 30(2)(a) and section 36 of the Public Service Employment Act (section 10 and sub-section 16(1) of the former Act, in force until December 31, 2005) to record information on tests conducted for purposes of selection, such as appointment processes.

Consistent Uses: The bank is used to record and provide information on the results of tests administered by PSC regional offices and/or departments to determine the suitability of candidates in the selection process and for human resources planning and analysis. The information in this bank is contained in the Test Scoring and Results Reporting System (TSRR) and interfaces with the Inventory Management System and the Post-Secondary Recruitment System, which contain applicant inventories. The information in this bank may also be used in combination with the Public Service Resourcing System and the Priority Information Management System for resourcing purposes. Personal information collected on a voluntary basis, such as education, age, sex, classification, employment equity, as well as

test item responses, are used for research and development purposes such as validation of test items, development of new tests, etc.

Retention and Disposal Standards: Hard copy files are kept for five (5) years and destroyed. Candidate test results are kept indefinitely on computerized files.

RDA Number: 2001/025

Related PR#: PSC SPB 030 and PSC SPB 050

TBS Registration: 001424

Bank Number: PSC PPU 025

Personnel Selection (Excluding Executive Resourcing)

Description: This bank may contain requests to staff, job descriptions, statements of merit criteria and conditions of employment, official languages, selection process notices, application forms, curricula vitae, selection rating guides, board reports, letters of reference, all other documents used in establishing candidates' merit, results and notification of appointment. Persons completing a Personal Information Request Form are required to give the pertinent selection appointment numbers.

Class of Individuals: Non-public servants and public servants who are being considered for appointment through a process of personnel selection administered by the Staffing and Assessment Services Branch.

Purpose: This bank exists in accordance with subsection 30(1) of the Public Service Employment Act to record and provide information related to any advertised or non-advertised appointment processes administered by the PSC.

Consistent Uses: This bank is used to staff positions and, on request, to disclose to a participant in a selection process the reasons for the selection decision. This bank also provides related documentation for PSC Investigations as a result of the selection processes. The information on employment equity groups is used for statistical purposes by the PSC, Treasury Board and the employing department. Information in this bank may be obtained from systems pertaining to applicant inventories and assessment results.

Retention and Disposal Standards: Records are retained for two (2) years after the eligibility list expires or two (2) years after the last appointment was made.

RDA Number: 2001/025

Related PR#: PSC SPB 030

TBS Registration: 001427

Bank Number: PSC PPU 040

Post-Secondary Recruitment (PSR) Program: Inventory of Applicants and Supports Organizational Recruitment Initiatives

Description: This is a completely electronic recruitment program with 24-hour user accessibility. It contains personal and demographic data, curricula vitae, transcripts of marks, test results where applicable, correspondence, records of instances of consideration, notations or referrals, notes to files and messages for applicants to the PSR program.

Class of Individuals: Non-public servants and public servants applying to the Post-Secondary Recruitment Program.

Purpose: This program exists under the authority of sections 11, 30 and 36 of the Public Service Employment Act to support an inventory of persons seeking positions through the PSR Program while also aiding organizations with their recruitment of new graduates.

Consistent Uses: This bank is used to identify applicants for positions offered through PSR. It may be used for human resources planning, statistical purposes and studies.

Retention and Disposal Standards: Records are retained for five (5) years after an application is submitted and are then destroyed, except in cases where successful applicants are hired. Information on such applicants is transferred to the hiring department.

RDA Number: 2001/025

Related PR#: PSC SPB 031

TBS Registration: 003953

Bank Number: PSC PPU 096

Second Language Assessment by Regional Offices and the Personnel Psychology Centre (PPC)

Description: This bank may contain second language assessment request and record of results form, basic personal data, oral interview recordings, candidate feedback forms, assessments, reports, information and consent forms, and results.

Class of Individuals: Persons who are assessed by the PSC regional offices or by the PPC for second language proficiency.

Purpose: This bank exists in accordance with paragraph 30(2)(a) and section 36 of the Public Service Employment Act (section 20 and subsection 16(1) of the former Act) to assess the second language proficiency of candidates on selection processes with bilingual requirements.

Consistent Uses: This bank is used to maintain records on candidates tested for second language

proficiency in the public service. Test results are entered in the Test Scoring and Results Reporting System (TSRR) and may be entered in the applicant inventories.

Retention and Disposal Standards: Records are retained for three (3) years, interview recordings are retained for two (2) years unless the candidate agrees to their earlier disposal (four months) and then destroyed.

RDA Number: 2001/025

Related PR#: PSC SPB 050

TBS Registration: 001426

Bank Number: PSC PPU 035

Second Language Evaluation (SLE) Test Results

Description: This bank may contain SLE test answer booklets and results for persons who have taken the Second Language Evaluation Oral Interaction Test, Reading Test or Writing Test. For candidates tested in oral interaction, the test recordings are retained by the administering PSC or departmental test centre. Individuals completing a Personal Information Request Form are required to provide their full name and Personal Record Identifier (PRI) or, if they have no PRI, their date of birth.

Class of Individuals: Non-public servants and public servants who have taken the Second Language Evaluation Oral Interaction Test, Reading Test or Writing Test.

Purpose: This bank exists in accordance with paragraph 30(2)(a) and section 36 of the Public Service Employment Act (sub-section 16(1) and section 20 of the former Act, in force until December 31, 2005) to record second language assessment results for the purpose of appointment.

Consistent Uses: The bank is used to provide information on second language evaluation for staffing of bilingual positions and information for general personnel management, research and statistical purposes. For individuals who provide a PRI when they take the test, the bank provides the individual's test results to the database at the Personnel Applications Centre (PAC) at Public Works and Government Services Canada. Through PAC, that information is then available on-line to authorized personnel in all government departments and by telephone enquiry. The Treasury Board's official languages system interfaces with PAC to obtain SLE test results which it links with job position requirements. The information in this bank is contained in the Test Scoring and Results Reporting system (TSRR) and interfaces with the Inventory Management

System which contains applicant inventories.

The information in this bank may also be used in combination with the Public Service Resourcing System and the Priority Information Management System for resourcing services. Personal information collected on a voluntary basis, such as education, age, sex, classification, employment equity group, as well as test item responses, are used for research and development purposes such as validation of test items, development of new tests, etc.

Retention and Disposal Standards: Hard copy files are retained for five (5) years, and then destroyed. Oral interaction tests on cassettes are retained for two (2) years unless the candidate agrees to their earlier disposal. Candidate test results are kept indefinitely on computerized files.

RDA Number: 2001/025

Related PR#: PSC SPB 030

TBS Registration: 001425

Bank Number: PSC PPU 030

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests
Hospitality

Internal Disclosure of Wrongdoing in the Workplace

Relocation

Travel

Classes of Personal Information

General Administrative Documentation

In the course of conducting the activities and programs of the PSC, categories of personal information are accumulated which are not contained in the specific information banks described in this entry. Examples of such personal information include routine correspondence of an administrative nature, complaints and inquiries files, as well as contracts for personal and professional services and unsolicited applications for employment. This information is normally filed by general subject and is retrievable only if specifics are provided concerning the data and subject matter. The retention periods for these classes of personal information are controlled by the records schedules of the general subject files in which they are stored.

Surveys and Studies

The PSC occasionally surveys individuals and private and other public organizations that have participated in PSC programs or made use of its services. In the majority of cases, the identities of persons responding to the surveys are not recorded. These surveys usually form part of studies and are done to obtain individuals' views and opinions on PSC activities such as training, staffing, appeals, audits and other departmental responsibilities. The information is used for program planning and to evaluate the effectiveness of training methods and of PSC operations. It is also used to respond to training needs; to obtain a basis for the establishment of policies and procedures; and to ascertain the quality of services, identify problems in those services and make the necessary improvements. The retention periods for this class of personal information are controlled by the record schedules of the general subject file in which they are stored.

Manuals

- Appeal Board Practice and Procedures Guide
- Investigations Practice and Procedures Guide
- Public Service Commission Plan (Business Plan)
- Staffing Information Manual
- Subject Classification Guide

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Everywhere in Canada
InfoTel: 1-800-645-5605
TTY: 1-800-532-9397

Reading Room

In accordance with the Access to Information Act, an area on the premises of the identified institutions has been designated as a public reading room. These rooms are located in the following PSC regional offices:

Headquarters

L'Esplanade Laurier, West Tower
300 Laurier Avenue West
Ottawa, Ontario K1A 0M7
Telephone: 613-992-9562
Facsimile: 613-992-9352
Reading Room Hours: 08:30 to 16:30

Atlantic Region

Regional Office
Maritime Centre
1505 Barrington Street, 17th Floor
Halifax, Nova Scotia B3J 3V3
PSC toll-free: 1-877-998-7979
Telephone: 902-426-2171
Facsimile: 902-426-7277
TTY: 902-426-6246
Reading Room Hours: 8:30 to 16:00

Quebec Region

Regional Office
200 René-Lévesque Boulevard West
East Tower, 8th Floor
Montréal, Quebec H2Z 1X4
Telephone: 1-800-645-5605
Facsimile: 514-283-6380
TTY: 1-800-532-9397
Reading Room Hours: 08:15 to 16:15

National Capital and Eastern Ontario Region

Regional Office
66 Slater Street, 3rd Floor
Ottawa, Ontario K1A 0M7
Telephone: 1-800-645-5605
Facsimile: 613-996-8048
TTY: 613-996-1205
Reading Room Hours: 08:30 to 16:30

Ontario Region

Regional Office
1 Front Street West, 6th Floor
Toronto, Ontario M5J 2X5
Telephone: 416-973-3131
Facsimile: 416-973-1883
TTY: 416-973-2269
PSC toll-free: 1-800-387-0776
Reading Room Hours: 08:00 to 16:00

Central Prairies and Nunavut Region**Regional Office**

320 Donald Street, 1st Floor
Winnipeg, Manitoba R3B 2H3

Telephone: 204-984-4636

Facsimile: 204-983-8188

TTY: 204-983-6066

Reading Room Hours: 08:00 to 16:00

Alberta and Northwest Territories Region**Regional Office**

9700 Jasper Avenue, Suite 830
Edmonton, Alberta T5J 4G3

Telephone: 1-800-645-5605

Facsimile: 780-495-2098

TTY: 780-495-3130

Reading Room House: 08:30 to 16:00

British Columbia and Yukon Region

757 West Hastings Street, Suite 210
Vancouver, British Columbia V6C 3M2

Telephone: 1-800-645-5605

Facsimile: 604-666-6808

TTY: 604-666-6868

Reading Room Hours: 08:30 to 16:00

Public Service Labour Relations Board

Chapter 147

General Information

Background

The Public Service Modernisation Act (PSMA) established the Public Service Labour Relations Act (PSLRA), which came into effect on April 1st, 2005. The PSLRA established the Public Service Labour Relations Board (PSLRB), building on the previous Public Service Staff Relations Board (PSSRB), an institution that was established in 1967 with the inception of collective bargaining in the Public Service of Canada and ceased to exist with the coming into force of the PSLRA.

Responsibilities

The Board administers the collective bargaining and grievance adjudication systems in the federal Public and Parliamentary Service. Board members administer the legislation by holding grievance adjudication and complaint hearings throughout Canada. The Board also provides mediation and conflict resolution services to help parties resolve differences without resorting to a formal hearing. As part of its new mandate, the Board has established a compensation analysis and research function. More specifically, proceedings before the Board include grievance adjudication, arbitration, conciliation through Public Interest Commissions, mediation, compensation analysis and research, applications for certification, revocation of certification, displacement, complaints of unfair labour practices, identification of positions whose duties are of a managerial and confidential nature, essential services agreements, determination of successor rights, enforcement of obligations of employer and employee organization, and complaints of disciplinary actions or discrimination that resulted from federal employees having exercised their rights relating to workplace health and safety under Part II of the Canada Labour Code.

Legislation

- P.E.S.R.A. Regulations and Rules of Procedures, SOR/86-1140
- P.S.S.R.B. Regulations and Rules of Procedure, 1993, SOR/93-348

- Parliamentary Employment and Staff Relations Act (P.E.S.R.A.), R.S.C., 1985, c. 33 (2nd Supp.)
- Part II – Canada Labour Code, R.S.C. 1985, c. L-2 (certain provisions only)
- Public Service Labour Relations Act, S.C. 2003, c. 22, s. 2
- Public Service Labour Relations Board Regulations, SOR/2005-79
- Public Service Staff Relations Act, R.S.C., 1985, c. P-35

Organization

Pursuant to the Public Service Labour Relations Act, S.C. 2003, c. 22, s. 2, the Board is composed of “a Chairperson, up to three Vice-Chairpersons and any other members that the Governor in Council may appoint”. The Chairperson and the Vice-Chairpersons are each full-time members and the other members may be appointed as full-time or part-time members. A member may be appointed for a term of office that is not more than five years. Part-time members are appointed primarily for the purpose of adjudicating grievances.

Executive Director of the Board

The Executive Director of the Board is, subject to the direction of the Chairperson, responsible for the supervision and direction of the work and staff of the Board. The following services report to the Executive Director of the Board: Compensation Analysis and Research Services, Corporate Services, Dispute Resolution Services, Finance Services, Legal Services, and Registry Operations and Policy.

The Compensation Analysis and Research unit collects, compiles and analyzes market-based compensation data. Its findings are disseminated or made available to parties to the collective bargaining process, other public institutions, the private sector, and the general public.

Corporate Services is responsible for the corporate functions of Information Technology, Material Management, Information Management Services, Communication Services and Human Resource Management as well as the provision

of administrative support and advice in strategic planning and reporting.

Dispute Resolution Services are available to the parties in all areas of the Board's jurisdiction, with the exception of compensation analysis and research. The Board assists parties in their collective bargaining efforts through its conciliation (through Public Interest Commissions) and arbitration services. In addition, the Board, through its mediation program, allows parties to resolve workplace disputes with the assistance of an impartial third party. The Board also provides training at the national level on interest-based negotiations and mediation geared specifically to labour relations in the federal public service.

Finance Services is responsible for providing strategic advice and support to senior management on financial management matters including business and financial planning, policy interpretation and cost accounting. It also develops and implements financial policies and procedures, manages the accounting operations and is responsible for ensuring the integrity of the Board's financial systems.

Legal Services provides the Chairperson, members and officers with legal advice and counsel on matters relating to the operations of the Board. It also represents the interests of the Board in judicial review proceedings before the Federal Court of Canada.

Registry Operations and Policy consists of case management services which are responsible for the management and control of all proceedings before the Board.

Information Holdings

Program Records

Application and Notice to Bargain

Description: Applications for determination as to whether the employees of a new separate agency constitute one or more units appropriate to collective bargaining, which employee organization is to be the bargaining agent for the employees in each such unit and the expiry date of each collective agreement or arbitral awards that bind these employees.

Topics: Application to determine the bargaining units, the bargaining agents and the collective agreements or arbitral awards that bind a new separate agency.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 538

Applications for Declaration of Strikes as Lawful or Unlawful

Description: Information on applications by either employers or bargaining agents for a declaration by the Board on the legality of strikes.

Topics: Applications for a declaration of a strike as lawful or unlawful.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 100

Applications for Declaration that Conduct is Unlawful

Description: Information on applications for a declaration that the conduct giving rise to a contravention of subsections 194(1) or (2) or 197(3) or (4) or sections 195 or 196 of the Public Service Labour Relations Act, S.C. 2003, c. 22, s. 2, is unlawful.

Topics: Applications for a declaration that conduct is unlawful.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 592

Applications for Extension of Time

Description: Applications for a time extension for the performance of an action, serving of a notice, filing of a document or initiation of proceedings when the prescribed time for each of these activities has expired.

Topics: Applications for extension of time prescribed in the P.S.S.R.B. Regulations and Rules of Procedure, 1993, SOR/93-348.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 110

Applications for Extension of Time in Respect of Grievances

Description: Information on applications for a time extension for the performance of an action, serving of a notice, filing of a document or initiation of proceedings in respect of grievances when the prescribed time for each of these activities has expired.

Topics: Applications for extension of time prescribed in the Public Service Labour Relations Board Regulations, SOR/2005-79 in respect of grievances.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 568

Applications for Extension of Time in Respect of Labour Relations

Description: Information on applications for a time extension for the performance of an action, serving of a notice, filing of a document or initiation of proceedings in respect of labour relations matters when the prescribed time for each of these activities has expired.

Topics: Applications for extension of time prescribed in the Board's regulations in respect of labour relations matters.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 549

Applications for Extension of Time to Implement Arbitral Awards

Description: Information on application from either party for extension of time to implement the provisions of arbitral awards if unable to do so within the required 90 days.

Topics: Applications for extension of time to implement arbitral awards.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 090

Applications for Extension of Time to Implement Provisions of Collective Agreements

Description: Information on application by either party for extension of time to implement the provisions of a collective agreement if unable to do so within the period agreed upon, or 90 days.

Topics: Applications for extension of time to implement provisions of collective agreements.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 551

Applications to Determine a New Occupational Group

Description: Applications to determine an occupational category of employees other than those identified in section 2 of the Public Service Staff Relations Act, R.S.C., 1985, c. P-35.

Topics: Applications to determine a new occupational category.

Access: Files arranged by case file.

Format: Microfiche only.

Program Record Number: RLT ROP 120

Appointment of Mediator

Description: Information on the appointment, by the Chairperson, of a mediator to assist an employer and a bargaining agent to settle a dispute arising out of collective bargaining.

Topics: Requests for mediation by both an employer and a bargaining agent.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 589

Appointment of a Mediator

Description: Information on the appointment by the chairperson of a mediator to attempt to resolve differences between the employer and a bargaining agent.

Topics: Terms or conditions of employment under negotiation for a collective agreement.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 135

Appointment of Arbitrators and Adjudicators

Description: Information on the appointment of arbitrators and adjudicators appointed to resolve negotiation impasses and grievances.

Topics: Résumés; Order-in-Council appointment documents.

Access: Files arranged by surname.

Format: Paper copy.

Program Record Number: RLT ROP 510

Approval of Grievances Forms

Description: Approvals for employers' grievance forms to be made available to their employees.

Topics: Approval of an employer's grievance presentation form.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 562

Bargaining Agents – Certification of

Description: Applications from employee organizations seeking certification as bargaining agents for groups of employees considered to be units of employees appropriate for collective bargaining.

Topics: Applications for certification, constitutions and by-laws.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 542

Bargaining Agents – Revocation of Certification of

Description: Information on revocation of certification. Any person claiming to represent a majority of employees in a bargaining unit may apply to the Board for a declaration that the certified bargaining agent no longer represents a majority of the employees. Applications for revocation of certification may also be brought on grounds of abandonment, fraud or other causes.

Topics: Applications for revocation of certification.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 550

Canada Labour Code – Complaints (Part II – Section 133)

Description: Complaints from employees against employers for allegedly taking action against them because they exercised their rights under Part II of the Canada Labour Code.

Topics: Complaints from employees; determination of the Board on the merits of the complaints.

Access: Files arranged by case files.

Format: Paper copy.

Program Record Number: RLT ROP 560

Canada Labour Code – Decisions of Safety Officers (Part II)

Description: Referrals to the Board of decisions of Safety Officers concerning the refusal of an employee to work because of an alleged danger.

Topics: Decisions of Safety Officers; determination of the Board as to the circumstances of the Safety Officer's decisions and reasons therefor. Effective September 30th, 2000, the Public Service Staff Relations Board is no longer responsible for the administration of certain provisions of Part II of the Canada Labour Code. Labour Canada under Human Resources Development Canada is responsible for this section of the Public Service Staff Relations Act, R.S.C., 1985, c. P-35.

Access: Files arranged by case files.

Format: Paper copy.

Program Record Number: RLT ROP 145

Complaint/Grievance Mediation

Description: Information on the status of Mediation for resolving a dispute (Complaint/Grievance) between an employer and an employee or an employer and a bargaining agent.

Topics: Terms and conditions of employment under collective agreements/discipline/harassment/ complaints alleging unfair labour practices.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 579

Complaints of Unfair Labour Practices

Description: Information on complaints alleging unfair labour practices.

Topics: Contravention of the Public Service Staff Relations Act, R.S.C., 1985, c. P-35 or the P.S.S.R.B. Regulations and Rules of Procedure, 1993, SOR/93-348 failure to give effect to a provision of an arbitral award; failure to give effect to an adjudicator's decision, and effective June 1, 1993 as a result of amendments to the Public

Service Staff Relations Act, R.S.C., 1985, c. P-35 a breach of the duty of fair representation.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 060

Complaints of Unfair Labour Practices

Description: Information on complaints alleging unfair labour practices.

Topics: Complaints that an employer has failed to comply with section 56 of the Public Service Labour Relations Act, 2003, c. 22, s. 2 (duty to observe terms and conditions), an employer or bargaining agent has failed to comply with section 106 of the Act (duty to bargain in good faith), an employer or bargaining agent or employee has failed to comply with section 107 of the Act (duty to observe terms and conditions) or 132 of the Act (duty to observe terms and conditions), an employer or bargaining agent or deputy head has failed to comply with subsection 110(3) of the Act (duty to bargain in good faith), an employer or employee organization has failed to comply with section 117 of the Act (duty to implement provisions of the collective agreement) or 157 of the Act (duty to implement provisions of the arbitral award), or an employer or employee organization or person has committed an unfair labour practice within the meaning of section 185 of the Act.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 561

Consent to Prosecute

Description: Applications for consent to prosecute in the courts an alleged failure by any person to observe any prohibition contained in sections 8, 9 or 10, or an offence under section 105 of the Public Service Staff Relations Act, R.S.C., 1985, c. P-35.

Topics: Applications for consent to prosecute.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 105

Consent to Prosecution

Description: Information on applications to obtain the consent of the Board to institute prosecution for an offence under sections 193 to 205 of the Public Service Labour Relations Act, 2003, c. 22, s. 2.

Topics: Applications for consent to prosecution.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 597

Designated Employees

Description: Rulings on the status of employees or classes of employees in a bargaining unit, whose duties at any particular time are necessary in the interest of the safety or security of the public.

Topics: Determinations by the Board on employees proposed for designation in the interest of the safety or security of the public. Records created after June 1, 1993, fall under the Designated Positions heading.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 080

Designated Positions

Description: Rulings on the status of positions which are determined to be necessary in the interest of the safety or security of the public.

Topics: Determinations by the Board on positions proposed for designation in the interest of the safety or security of the public. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, R.S.C., 1985, c. P-35 positions rather than employees are to be designated as necessary in the interest of the safety and security of the public.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 081

Determination of Rights of Bargaining Agents

Description: Information on the determination by the Board, after the revocation of certification of a bargaining agent, as to rights and duties of that bargaining agent or those of the new bargaining agent.

Topics: Applications for determination of rights of bargaining agents.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 035

Determination of Status of Employees

Description: Determinations by the Board on the eligibility of any employee or class of employees to be included as a member of a bargaining unit.

Topics: Applications for determination of status of employees in bargaining units.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 547

Essential Services Agreements

Description: Information on applications for determination of an unresolved matter that may be included in an essential services agreement. Information on applications to amend an essential

services agreement. Information on applications to temporarily amend, or suspend, an essential services agreement because of an emergency. Information on applications for extension of a period referred to in sections 119 to 134 of the Public Service Labour Relations Act, 2003, c. 22, s. 2.

Topics: Essential services agreements.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 593

General Powers and Duties of the Board

Description: Information on the general powers and duties of the Board, including the issuing of orders requiring compliance with the Act, regulations or any decision on matters coming before the Board.

Topics: Applications to the Board for compliance orders under provisions of the Act which have no specific remedy prescribed.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 548

Labour Relations

Description: Information of a general nature relating to labour relations not relating to another program record.

Topics: Labour relations.

Access: Files arranged by topic.

Format: Paper copy.

Program Record Number: RLT LRG 500

Managerial and Confidential Exclusions (Positions)

Description: Information on determinations by the Board of the status of positions proposed for exclusion by the employer on the grounds that they involve duties of a managerial or confidential nature.

Topics: Determinations by the Board on the status of positions proposed as managerial or confidential exclusions.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 543

Managerial and Confidential Exclusions (Positions) – Revocation

Description: Information on applications for revocation of an order that declared a position to be a managerial or confidential position.

Topics: Determinations by the Board on the status of positions that have been declared as managerial or confidential.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 575

Managerial or Confidential Positions – Post-Certification

Description: Application by the employer for an order declaring that any position of an employee in a bargaining unit for which a bargaining agent has been certified by the Board is a managerial or confidential position.

Topics: Requests to have positions certified as managerial or confidential.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 572

Mediators, Experts and Advisors

Description: Information on hiring, on a temporary basis, the services of mediators and other experts or persons having technical or special knowledge to assist the Board.

Topics: Résumés; hiring documents.

Access: Files arranged by surname.

Format: Paper copy.

Program Record Number: RLT DRS 587

Notice to Bargain Collectively

Description: Applications for leave to give, in respect of employees bound by a collective agreement or arbitral award, a notice to bargain collectively.

Topics: Application under Successor Rights and Obligations to bargain collectively.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 540

Notice to Bargain Collectively

Description: Information on notices requiring the other party to commence bargaining collectively, with a view to entering into, renewing or revising a collective agreement.

Topics: Notices to bargain collectively.

Access: Files arranged by bargaining unit.

Format: Paper copy.

Program Record Number: RLT ROP 582

Objections to Managerial and Confidential Exclusions (Positions)

Description: Information on determinations by the Board after objections by the bargaining agents of the status of positions proposed for exclusion by the employer on the grounds that they involve duties of a managerial or confidential nature.

Topics: Determinations by the Board on the status of positions proposed as managerial or confidential exclusions. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations

Act, R.S.C., 1985, c. P-35, positions rather than employees are to be proposed for exclusions on the grounds of managerial or confidential capacity.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 076

Objections to Managerial and Confidential Exclusions (Employees)

Description: Information on determinations by the Board, after objections by the bargaining agents, of the status of employees proposed for exclusion from bargaining units by the employer on the grounds that they are employed in a managerial or confidential capacity.

Topics: Determinations by the Board on status of employees proposed as managerial or confidential exclusions. Records created after June 1, 1993 fall under the Objections to Managerial and Confidential Exclusions (Positions) heading.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 075

Policy Grievances

Description: Information on determinations by the Board, of references by employers or bargaining agents to enforce obligations alleged to arise out of collective agreements or arbitral awards.

Topics: References of grievances to Board by a bargaining agent or an employer.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 569

Presentation of Grievances and Referral to Adjudication

Description: Information on the presentation of certain grievances over a wide range of matters affecting terms and conditions of employment, except where there is an administrative procedure for redress provided for under an Act of Parliament.

Topics: References to Board for adjudication of grievances concerning: provisions of collective agreements or arbitral awards; disciplinary action resulting in discharge, suspension or a financial penalty and effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, R.S.C., 1985, c. P-35, termination of employment or demotion on grounds other than discipline.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: SRB OSR 065

Questions of Law or Jurisdiction

Description: Rulings on questions of law or jurisdiction arising in connection with a matter that has been referred to the arbitration tribunal or adjudicator.

Topics: Determination of questions of law or jurisdiction concerning a matter referred for arbitration or referred to adjudication.

Access: Files arranged by case file.

Format: Microfiche only.

Program Record Number: RLT ROP 125

Reference to Adjudication of Individual Grievances

Description: Information on the references to adjudication of an individual grievance that relates to the interpretation or application in respect of an employee of a provision of a collective agreement or arbitral award, a disciplinary action resulting in termination, demotion, suspension or financial penalty, non-disciplinary demotion or termination, or deployment (in some specific cases).

Topics: References to adjudication of individual grievances.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 566

Reference to Adjudication of Group Grievances

Description: Information on references to adjudication of a group grievance that relates to the interpretation or application, common in respect of employees in a single portion of the federal public administration and the same bargaining unit, of a provision of a collective agreement or arbitral award.

Topics: References to adjudication of group grievances.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 567

Requests for a Conciliator

Description: Written requests by employers or bargaining agents, during the collective bargaining process, for conciliators when the parties are unable to reach agreement on a term or condition of employment which may be embodied in a collective agreement.

Topics: Terms or conditions of employment under negotiation for a collective agreement.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 130

Requests for the Filing of a Board Order in the Federal Court

Description: Information on requests for filing a certified copy of an order of the Board, exclusive of the reasons for the order, in the Federal Court.

Topics: Filing of a Board's order in Federal Court.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 521

Requests for a Fact Finder

Description: Written requests by employers or bargaining agents, during the collective bargaining process, for fact finders when the parties are unable to reach agreement on a term or condition of employment which may be embodied in a collective agreement.

Topics: Terms or conditions of employment under negotiation for a collective agreement.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 132

Requests for Arbitration

Description: Information on written requests for arbitration from either party after both have bargained in good faith but have been unable to reach agreement on any term or condition of employment, for employees in a bargaining unit whose bargaining agent has specified referral to arbitration as the method for resolving negotiation disputes.

Topics: Requests by bargaining agent or employer for arbitration of matters in dispute.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 585

Requests for Review of Decisions

Description: Information on the review, revision, amendment, alteration or variation by the Board of any of its decisions or orders.

Topics: Requests for review of Board decisions.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 525

Requests for the Appointment of a Conciliation Commissioner

Description: Information on the appointment of a conciliation commissioner for the investigation and conciliation of disputes. Available where the bargaining agent for the bargaining unit concerned has specified referral to conciliation as the method for resolving negotiation impasses, and the parties have bargained in good faith with a view to concluding a collective agreement, but have been

unable to reach an agreement. Requests may be made by either party, with the agreement of the other party, by notice in writing to the Chairperson.

Topics: Requests for appointment of conciliation commissioners; terms and conditions of employment under negotiation for a collective agreement referred to the conciliation commissioner.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT DRS 165

Requests for the Establishment of a Conciliation Board

Description: Information on the establishment of a conciliation board for the investigation and conciliation of disputes. Available where a bargaining agent for the bargaining unit concerned has specified referral to conciliation as the method for resolving negotiation impasses, and the parties have bargained in good faith with a view to concluding a collective agreement, but have been unable to reach an agreement on any term or condition of employment. Requests may be made by either party, by notice in writing to the Chairperson.

Topics: Requests for establishment of conciliation boards; terms and conditions of employment under negotiation for a collective agreement referred to the conciliation board.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT DRS 140

Requests for the Establishment of a Public Interest Commission

Description: Information on the establishment of a public interest commission for the conciliation of disputes. Available where a bargaining agent for the bargaining unit concerned has specified referral to conciliation as the method for resolving negotiation impasses, and the parties have bargained in good faith with a view to concluding a collective agreement, but have been unable to reach an agreement on any term or condition of employment. Requests may be made by either party, by notice in writing to the Chairperson.

Topics: Requests for establishment of public interest commissions.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 590

Resolution of Disputes

Description: Information on the process specified by a bargaining agent for resolving a dispute

when negotiating a collective agreement with the employer. The dispute could either be referred to arbitration or to conciliation. The process and any future alterations from one method to the other are recorded by the Board as part of the certification process.

Topics: Specification of process for resolution of disputes.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 583

Strike Vote

Description: Information on statements respecting a strike vote and applications for a declaration that a strike vote is invalid.

Topics: Statements respecting strike votes and determination of validity of such votes.

Access: Files arranged by bargaining unit.

Format: Paper copy.

Program Record Number: RLT ROP 584

Successor Rights

Description: Information on the determination of the Board, under section 48.1 of the Public Service Staff Relations Act, R.S.C., 1985, c. P-35, re: appropriateness of bargaining unit, the employee organization that is to be the bargaining agent, whether a collective agreement remains in force, etc., where a portion of the Public Service is deleted or severed from Part I of schedule 1 and added to Part II of that schedule. Information on the determination by the Board, under section 49, as to what rights, privileges, and duties, if any, have been acquired or are retained by an employee organization after a merger or amalgamation of employee organizations or a transfer of jurisdiction among employee organizations other than by revocation of certification.

Topics: Applications for determination of successor rights.

Access: Files arranged by case file.

Format: Paper copy, microfiche.

Program Record Number: RLT ROP 040

Successor Rights

Description: Information on applications for determination of what rights, privileges and duties of an employee organization have been acquired or are retained, in respect of a merger, amalgamation or transfer of jurisdiction among employee organizations. Information on applications for certification as the bargaining agent for employees bound by a collective agreement or arbitral award that is continued in force by section 81 of the Public Service Labour

Relations Act, 2003, c.22, s. 2. Information on applications for determination, in respect of employees bound by a collective agreement or arbitral award that is continued in force by section 81 of the Public Service Labour Relations Act, as to whether the employees of a new separate agency constitute one or more units appropriate for collective bargaining, which employee organization is to be the bargaining agent for the employees in each such unit and the expiry date of each collective agreement or arbitral award. Information on applications for leave to give, in respect of employees bound by a collective agreement or arbitral award that remains in force by reason or an order made under paragraph 84(1)(c) of the Act, a notice to bargaining collectively under section 105 of the Act. Information on applications for leave to give, in respect to employees bound by a collective agreement or arbitral award that is continued in force by section 81 of the Act, a notice to bargaining collectively under section 105 of the Act.

Topics: Applications for determination of successor rights and obligations.

Access: Files arranged by case file.

Format: Paper copy.

Program Record Number: RLT ROP 536

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Automated Document, Records, Information Management Systems

Budgets

Buildings

Buildings and Properties

Business Continuity Plans

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning (BCP)

Hospitality

Personnel Security Screening

Relocation

Security Video Surveillance and Temporary Visitor

Access Control Logs and Building Passes

Travel

Classes of Personal Information

Correspondence and Enquiries

This class of information contains correspondence received by the Public Service Labour Relations Board from external organizations or individuals in the form of requests for information, complaints, opinions and other similar submissions.

This information exists in a fragmented form throughout the subject files controlled by the Board and is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The retention period for

this class of personal information is controlled by the retention period of the files in which they are stored.

Manuals

- Operations Division – Operational Procedures
- Records Management Procedures

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Access to Information and Privacy Coordinator
Public Service Labour Relations Board
240 Sparks Street
P.O. Box 1525, Station B
Ottawa, Ontario K1P 5V2
Telephone: 613-990-1814

Reading Room

The Board's Records Office has been designated under the Access to Information Act as a public reading room. The address of the Records Office is:

Public Service Labour Relations Board
240 Sparks Street, Room 696G
Ottawa, Ontario

Public Service Staffing Tribunal

Chapter 148

General Information

Background

The Public Service Staffing Tribunal is an independent, quasi-judicial administrative tribunal that reports to Parliament through the Minister of Canadian Heritage. The Tribunal was established in 2005 through the Public Service Modernization Act (PSMA) as part of the new arrangements for recourse with respect to staffing complaints.

Responsibilities

The role of the Tribunal is to consider and dispose of complaints related to internal appointments, lay-offs, the implementation of a corrective measure ordered by the Tribunal or the revocation of an appointment.

The Tribunal may provide mediation services at any stage of a proceeding in order to resolve a complaint.

In considering whether a complaint against an internal appointment or lay-off is founded, the Tribunal may interpret and apply the Canadian Human Rights Act (CHRA).

Legislation

- Public Service Employment Act

Organization

Tribunal Members

The Tribunal may include between five and seven permanent members, including the Chairperson and Vice-Chairperson, as well as an unlimited number of temporary members. The Governor in Council appoints permanent members for a term not exceeding five years.

The Chairperson is the Chief Executive Officer of the Tribunal and has supervision over and direction of the work of the Tribunal's staff. The senior staff member of the Tribunal is the Executive Director and General Counsel.

Executive Director and General Counsel

The Executive Director and General Counsel is responsible for the management of hearing processes, mediation, legal and policy support,

fostering good relationships with stakeholders and corporate services.

Director, Dispute Resolution

The Director, Dispute Resolution is responsible for mediating complaints, mediation training and other alternative dispute resolution interventions.

Director, Operations, Operational Policy and Modernization

The Director, Operations, Operational Policy and Modernization is responsible for case management, registry services, dissemination of decisions and scheduling and managing logistics with members.

Director, Planning, Communications and Corporate Services

The Director, Planning, Communications and Corporate Services is responsible for external and internal communications, the development of communication products including the development and maintenance of the Tribunal's Web site and other tools as well as corporate services, such as human resources, labour relations, information technology and management, audit and evaluation and security and all planning and central agency and other reporting responsibilities.

Information Holdings

Program Records

Communications

Description: Information on communications activities of the Tribunal.

Topics: Brochures; Audio-visual presentations; Reports; Web site.

Access: By subject/theme.

Format: Electronic and paper files.

Program Record Number: PSST ADM 001

Dispute Resolution Proceedings

Description: Information on the development and offering of services to resolve disputes arising from staffing activities within the Public Service.

Topics: Complaints mediating process; Policies and directives; Dispute resolution literature; Dispute Resolution Guide; Complaint forms; Mediation training.

Access: By subject/theme.

Format: Electronic and paper files.

Program Record Number: PSST OPS 002

Legal Matters

Description: Information on the administration of legal matters and the provision of legal opinions.

Topics: Legal opinions and related correspondence.

Access: By subject/theme.

Format: Electronic and paper files.

Program Record Number: PSST ADM 003

Management Matters

Description: Information on the development of business processes as they apply to the Tribunal's mandate and activities.

Topics: Management of hearing processes; Mediation; Legal and policy support; Corporate relationships.

Access: By subject/theme.

Format: Electronic and paper files.

Program Record Number: PSST OPS 001

Planning and Reporting

Description: Information on the planning and reporting activities of the Tribunal.

Topics: Audit and evaluation reports; Security reports; Central agency reports.

Access: By subject/theme.

Format: Electronic and paper files.

Program Record Number: PSST ADM 002

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Acts and Legislation

Administration

Administration and Management Services

Audits

Automated Document, Records, Information Management Systems

Budgets

Buildings

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Salaries and Wages

Staff Relations

Training and Development

Travel

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Electronic Network Monitoring Logs

Hospitality

Internal Disclosure of Wrongdoing in the Workplace

Relocation

Security Video Surveillance and Temporary Visitor Control Access Logs and Building Passes

Travel

Classes of Personal Information

Administration Files

The general administrative and correspondence files of the Tribunal contain a certain amount of personal information not arranged or retrievable by personal identifiers. Such personal information covers matters such as suggestions, opinions, and queries. This form of personal information is normally retrievable only if the name of the correspondent, date of communication, and subject are provided. The retention periods for these

classes of personal information are controlled by the record schedules of the files in which they are stored.

Manuals

- Procedural Guide

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for information under the Access to Information Act or the Privacy Act should be directed to the:

Access to Information and Privacy Coordinator
Public Service Staffing Tribunal
C.D. Howe Building
240 Sparks Street, 6th Floor West
Ottawa, Ontario K1A 0A5

Telephone: 613-949-6516
Telephone: 1-866-637-4491
TTY: 1-866-389-6901
Facsimile: 613-949-5514
E-mail: Info@psst-tdfp.gc.ca
Internet: www.psst-tdfp.gc.ca

Reading Room

In accordance with the Access to Information Act, the Public Service Staffing Tribunal has designated a reading room located at:

Public Service Staffing Tribunal
C.D. Howe Building
240 Sparks Street
Ottawa, Ontario

Public Works and Government Services Canada

Chapter 149

General Information

Background

Public Works and Government Services Canada (PWGSC) was created in 1993 through the amalgamation of the former Government Telecommunications Agency (Communications Canada), Public Works Canada (PWC), Supply and Services Canada (SSC), and the Translation Bureau (Secretary of State of Canada).

Following the government's decision to review the way in which corporate communications will be delivered, on April 1, 2004, PWGSC assumed some of Communication Canada's functions.

Responsibilities

The Department of Public Works and Government Services is the major provider of central and common services to the Government of Canada. Its services and programs are delivered through offices across Canada, and in the United States and Europe.

Common services include the administration and management of payments in lieu of taxes, acquisition, management, operation, maintenance, design, construction, repair and disposal of federal real property, on a fee-for-service basis; the acquisition of goods and services for federal departments and agencies; disposal of surplus moveable Crown assets on behalf of departments and agencies; seized property management; advertising coordination; public opinion research coordination; information management/information technology infrastructure and common services; and the development and application of standards for federal government procurement. Special Operating Agencies within PWGSC also offer common services such as translation, interpretation, on an optional, fee-for-service basis.

The department also carries out certain administrative and management functions on behalf of the federal government. These include the Receiver General for Canada function; the Queen's Printer function, government wide central accounting and reporting; administration of the public service payroll and overall administration of the pension plan for federal public service

employees; and the provision of productive working environments for 187,000 federal employees in 2,500 locations across Canada. The department manages a diverse portfolio of office space and other general purpose property, as well as certain bridges, highways, locks, dams, and the Parliamentary Precinct. Use of these functions is normally mandatory for federal departments and agencies.

Legislation

- Anti-Personnel Mines Convention Implementation Act, S.C. 1997, c. 33 (for the application of articles 18 and 22 only)
- Bridges Act, R.S.C. 1985, c. B-8 (See also Table of Public Statutes, except Fort Falls Bridge Authority, Blue Water Bridge Authority and Buffalo and Fort Erie Public Bridge Company)
- Canadian Arsenals Limited Divestiture Authorization Act, S.C. 1986, c. 20
- Canadian Evidence Act, R.S. 1985, c. C-5, s. 19
- Defence Production Act, R.S.C. 1985, c. D-1, as amended
- Department of Public Works and Government Services Act, S.C. 1996, c. 16
- Dry Docks Subsidies Act, R.S.C. 1985, c. D-4
- Expropriation Act, R.S.C. 1985, c. E-21
- Federal District Commission to have acquired certain lands, An Act to confirm the authority of the 1979, c.7
- Garnishment, Attachment and Pension Diversion Act, R.S.C.1985, c. G-2 (NB. Certain provisions of Part II only.)
- Government Property Traffic Act, R.S.C. 1985, c. G-6
- Kingsmere Park Act, R.S.C. 1952, c.161
- National Flag of Canada Manufacturing Standards Act, R.S.C. 1985, c. N-9
- Ottawa River, an Act respecting certain works, S.C. 1870, c. 24

- Payments in Lieu of Taxes Act. S.C. 2000, c.8. to amend Municipal Grants Act, R.S.C. 1985, c. M-13
- Pension Benefits Division Act, S.C. 1992, c.46, Sch.II, Part Only See SI/94-122
- Public Service Annuation Act, (R.S. 1985, c. P-36)
- Public Service Superannuation Regulations, (C.R.C. c. 1358)
- Supplementary Retirement Benefits Act, (R.S., 1985, c. S-24)
- Pension Diversion Regulations, (SOR/84-48)
- Seized Property Management Act. R.S.C. 1993, c. 37
- Statutes Act, Publication of – R.S.C. 1985, c. S-21
- Statutory Instruments Act R.S. 1985, c.S-22, S-10
- Statutory Instruments Regulations, C.R.C. c. 1509
- Surplus Crown Assets Act, R.S.C. 1985 c. S-27
- Translation Bureau Act, R.S.C. 1985, c. T-16

Organization

Deputy Minister

In accordance with Section 4 of the Public Works and Government Services Canada Act, the Deputy Minister of Public Works and Government Services Canada is the deputy head of the Department. The Office of the Deputy Minister develops, coordinates and implements the Departmental Program consistent with the powers, duties and functions outlined in Section 5 of the Act and provides administrative support to Crown Corporations for which the Minister has responsibility. The Deputy plays the central role in formulating advice for the Minister on policy matters and on alternative means of achieving government objectives, as well as implementing effectively the government's policies and programs.

The Deputy is authorized in law to exercise on the Minister's behalf management and direction of the Department. In so doing, the Deputy is naturally subject to the Minister's direction. At the same time, the Deputy is required by law to observe financial, administrative and personnel management standards and practices established

government wide by the Treasury Board on behalf of the Ministry as a whole.

Associate Deputy Minister

The Associate Deputy Minister supports the Deputy Minister in managing all aspects of departmental business. In this context, the Associate DM's duties include leadership of various specific initiatives, and a special focus on priority areas, as requested by the Deputy Minister. Program objectives are carried out by one Associate Deputy Minister (Associate DM) and Branch Heads located at headquarters in Gatineau, Quebec and five Regional Directors General (RDGs) located across the country.

Accounting, Banking and Compensation Branch (ABC)

The mission of the Accounting, Banking and Compensation Branch is: the fulfillment of Receiver General responsibilities, the administration of compensation services, and the provision of services and optional products in the area of finance. In fulfilling these roles, the Accounting, Banking and Compensation Branch is organized into the following areas of responsibility which are detailed below:

Banking and Cash Management Sector (BCMS)

Responsible for carrying out the public money and banking program activities mandated to the Receiver General by the Financial Administration Act. Banking and Cash Management functions include the administration and recording of inflows to and outflows from the Consolidated Revenue Fund, and the negotiation and tendering for banking services and facilities required by the government. Its activities include the issue of Receiver General Payments, the management of the deposit of all money collected by the government, placement of excess funds in interest earning accounts at Canadian financial institutions, and the settlement for redeemed government payment instruments (cheques, direct deposit payments, electronic payments, and Employment Insurance warrants). There is also an internal automated functional test, web development and office automation facility to support the Accounting Banking and Compensation Branch business operations.

Central Accounting and Reporting Sector (CARS)

The Central Accounting and Reporting Sector, carries out its Receiver General government-wide central accounting and reporting responsibilities through the maintenance of the Accounts of Canada, the preparation of the Government's monthly financial statements and the production of the Annual Public Accounts. To carry out these responsibilities, the Sector operates and maintains the Central Financial Management Reporting System, the Receiver General General Ledger and the Payroll System General Ledger. The Sector also offers a common service to other government departments by operating and maintaining the Common Departmental Financial System.

Cheques Redemption Control Directorate (CRCD)

Cheques Redemption Control Directorate (CRCD) manages the redemption of payments and offers investigative and custodial services for Federal Government payments. CRCD also provides optional document's handling and storage's services for departments.

Compensation Sector

Authority and responsibility for the pay and benefits function for federal public servants are shared by all Government departments and agencies. The Treasury Board manages the compensation function for employees who staff the Government's departments and many of its agencies; individual departments and agencies administer day-to-day pay and benefits operations; and Crown Corporations and other separate employers manage and administer compensation for their respective employees.

This sector is responsible for the administration of compensation systems and services such as the provision of pay, pensions, insurance, operational activities, training and advisory services on a government-wide basis through such products as Public Service Pay and Pensions, RCMP Pay, Canadian Forces Superannuation, Members of Parliament Retirement Allowances and Judges' Pensions. Delivery of these services is accomplished through a national network of 6 service offices which respond to approximately 150 departments and other federal organizations.

Superannuation, Pension Transition, and Client Services Sector (SPTCSS)

In partnership with the Compensation Sector, SPTCSS acts as the primary office responsible for the administration of the pension plan for federal public service employees, the Public Service Superannuation Act (PSSA) and related regulations and legislation; provides administrative support to the underwriters responsible for several public service group benefit plans, Public Service Health Care Plan (PSHCP), the Public Service Management Insurance Plan (PSMIP), the Disability Insurance Plan (DI), and the Post Retirement Life Insurance Plan (PRLIP); administers the pensioner's Dental Plan; determines eligibility for benefits, computing, authorizing and paying benefits to contributors, pensioners, spouses/former spouses and survivors; provide records maintenance; ensures quality assurance; provides statutory interpretation and advice; develops and distributes procedures and communications; provides client inquiry and liaison services; provides training course design and delivery; and operational and business planning.

In providing these services, the Sector works closely with the PWGSC Compensation community and the Human Resources offices of PSSA participating departments, agencies and corporations.

Acquisitions Branch (ACQ)

The Acquisitions Branch provides departments and agencies with expert assistance at each stage of the supply cycle and offers tools that simplify and accelerate the acquisition of goods and services. It ensures that the government exercises due diligence and maintains the integrity of the procurement process. The Acquisitions Branch provides customers with comprehensive services for acquiring complex and commercial goods and services. Purchases range from office supplies to military ships to security systems and everything in between. Acquisitions Branch assists with identifying requirements and will carry out all steps in the procurement quickly and easily. These include: identifying the goods or services to be purchased; selecting the most effective procurement approach; developing appropriate evaluation criteria; calling for, receiving and evaluating bids; negotiating contracts; debriefing unsuccessful bidders; and administering contracts.

Acquisitions Branch also develops, implements and maintains policies, tool kits and standards; and provides operational advice, and develops innovative electronic approaches. It also provides a broad range of training, seeks out innovative services and alternate forms of service delivery, and manages quality assurance, performance review and performance indicators. Branch national programs include the Canadian General Standards Board; traffic management; Crown Assets distribution; seized property management; forensic accounting and cost price analysis; and advice on major and complex procurements or projects. A specific mandate of this Branch is to establish and expand partnership relationships with many other industry associations involved with government procurement.

Acquisitions Branch is divided into seven (7) sectors as follows:

Commercial Acquisition and Supply Management Sector (CASMS)

The Commercial Acquisitions and Supply Management Sector provide national leadership in the development and implementation of strategies and initiatives that meet the acquisition requirements and expectations of client departments, agencies and boards. The goods and services managed and acquired are diverse, complex and sophisticated, and these include the management of real property contracts for the design and construction of buildings, marine facilities, roads, bridges and public utilities; management and renewal of Alternate Form of Delivery contracted services for the management of real property assets; a portfolio of logistics, fuel, electrical and transportation products and services; and commercial and consumer products and services such as furniture, clothing, food and pharmaceutical products. The sector is also responsible for providing leadership in the management and disposal of seized and government owned assets and specialized cost and forensic accounting services.

CASMS is composed of eight Directorates: Real Property Contracting; Alternate Forms of Delivery New Procurement; Logistics, Electrical, Fuel and Transportation; Commercial and Consumer Products; Crown Assets Distribution; Seized Property Management and Cost and Forensic Accounting; and, Electronic Acquisitions Business and Government of Canada Marketplace.

Land, Aerospace, Marine Systems and Major Projects Sector (LAMS and MP)

The LAMS and MP Sector is responsible for establishing and managing contracts to acquire a wide range of technically complex systems for the land, marine and aerospace environments including the acquisition of military and civilian aircraft and ships and related systems, equipment and spare parts; avionics systems including radar and sensors; underwater systems including trainers and simulators; land communications systems and security and information operation systems; and a wide range of technically complex armament systems such as wheeled and tracked armored vehicles, large and small caliber weapons and ammunition. Also, LAMS and MP acquires services such as equipment/systems engineering, repair and overhaul and maintenance services.

LAMS and MP is composed of nine Directorates: Aerospace Equipment Program; Armoured Vehicles Projects; Electronics, Munitions and Tactical Systems Procurement; Joint Support Ship Project; Major Projects; Marine Systems; Maritime Aircraft; Strategic Initiative and Decision Support; and, Strategic and Tactical Airlift.

LAMS and MP is also responsible for the PWGSC European Office in Koblenz, Germany, and the PWGSC Washington, D.C. Office.

Client Engagement Sector (CES)

Client Engagement Sector's mandate is to support and assist departments in improving their procurement processes and practices.

CES provides a wide range of services and tools that helps better manage departments spends; share procurement knowledge and best practices; identify and implement procurement and commodity management strategies; manage the client "interface" message and activities while presenting and updating client departments on PWGSC's procurement tools and mechanism.

Client Engagement is to conceptualise and implement a whole of government approach in delivering the Procurement Transformation services while improving client satisfaction with Acquisitions.

Client Engagement Sector is divided into seven Directorates: Acquisition Account Executive; Client Engagement Coordination; Knowledge Management and Training; Commodity Management and Procurement Engineering; Performance Management; Information Management; and, Communications.

Policy, Risk, Integrity and Strategic Management (PRISM) Sector

The PRISM Sector provides strategic direction, advice and oversight to the Acquisitions Business Line. This includes developing strategic policies in support of the Government's trade obligations and socio-economic objectives; developing and maintaining a framework of acquisition policies, procedures and tools to foster the cost-effective and efficient delivery of acquisition services to government departments and agencies; coordinating branch input to departmental business planning and reporting requirements; providing Procurement Review Committee Secretariat services; advising, coordinating and acting as the branch focal point for handling ministerial correspondence and Access to information requests; managing the Production Assets Management Service Program; ensuring the integrity of the procurement process through cost audits, quality assurance and contract quality control; delivering risk management advisory services, including areas related to insurance and Limitation of Liability; preparing procurement reports; acting as the Branch focal point for all Auditor General and internal audit activities; enhancing contract management; supporting the branch's operations and financial management; and, developing and implementing the branch human resource management strategy.

PRISM Sector is divided into six Directorates: Acquisition Program Integrity Secretariat; Acquisition Policy and Process; Acquisition Strategy and Relations; Business Management; Contract Management; and, Professional Development and Change Management.

Services and Technology Acquisition Management Sector (STAMS)

STAMS manages contracting of assigned goods and services, including contract administration and life cycle management, on behalf of a wide range of federal governments department and agencies. Goods and services assigned to STAMS include: complex electronic infrastructure and systems procurement projects; telecommunications systems and services; software and shared systems procurement projects; specialized professional services including professional consulting, auditing, translation and interpretation services and; services to serve the needs of the Consulting, Information and Shared Services Branch and the Translation Bureau.

STAMS also offers procurement tools aimed at simplifying and accelerating the procurement process such as the Temporary Help Services (THS) standing offers as well as the Professional Services On-line (PSO) electronic tool.

STAMS is composed of five directorates: Special Procurement Initiatives (SPID); Professional Services Procurement (PSPD); Professional Services Business Initiatives (PSBID); Informatics and Telecommunications Systems Procurement (ITSPD); and Software and Shared Systems Procurement (SSSPD).

Services and Specialized Acquisitions Management Sector (SSAMS)

SSAMS is responsible for the management of a program for the procurement of a comprehensive range of commodities to meet the requirements of a diverse range of customers, including: the establishment and life-cycle management of long-term major contracts for National Defence and NATO countries through the Alternate Service Delivery mechanism; the acquisition of communications products and services; specialized research and development services; and, transportation and travel management services. The Sector is also responsible for the cost effective implementation of a wide range of comprehensive standards development and conformity assessment services; the provision of high quality travel services and tools within an end-to-end integrated travel management service; and, for the management of a Major Project and Acquisitions Management Center of Expertise to support planning, development and implementation of Major Crown Projects (MCPs) and complex procurement projects managed as MCPs within the Acquisitions Branch.

SSAMS comprises six Directorates: Canadian General Standards Board; Communication Procurement; Major Project Services; Science Procurement; Shared Travel Services Initiative; and, Traffic Management.

Office of Small and Medium Enterprises Sector (OSMES)

OSME is a Small and Medium Enterprise (SME) advocacy office within the acquisitions branch of Public Works and Government Services Canada (PWGSC). Its primary objective is to increase business opportunities for SMEs in Government of Canada procurement. OSMEs goals include aiding SMEs in navigating the procurement system,

ensuring the fair and equitable treatment of SMEs in the procurement process, and supporting the simplification and increased efficiency of Government of Canada procurement.

OSME addresses concerns typically raised by SME suppliers, which include access to government procurement, accountability, complexity of government procurement processes, the renewal of the procurement strategies, and the socio-economic impact of government procurement policies.

The OSME mandate is to engage SMEs to understand their concerns and interest them in doing business with the government. OSME makes every effort to assist and inform suppliers navigating the procurement system; to monitor and analyze the participation of SMEs in procurement; and to remove barriers facing SMEs. In addition, OSME strives to recommend how government supply strategies can provide increased opportunities for SMEs, and to ensure procurement policies recognize the interests and contributions of SMEs. OSME fulfills its mandate by seeking input from suppliers, developing action plans and initiatives to address supplier concerns, and assessing the effectiveness of these initiatives.

OSME headquarters is made up of three directorates: Procurement Policy, Strategic and Horizontal Policy, and Strategic Relations and Client Services. In addition to these directorates, there are OSME regional offices located in the Pacific, Western, Ontario, National Capital, Quebec and Atlantic regions of Canada.

Audit and Evaluation Branch (AEB)

As a key provider of assurance in support of oversight by the Deputy Minister, the Office of the Comptroller General and Treasury Board Secretariat, the Audit and Evaluation Branch provides independent information on business performance and management controls so that decisions can be taken respecting public value and the future disposition of policies, initiatives and programs. The Branch provides the following types of assurance services: Internal Audit, Evaluation and Auditor General Coordination function.

The Internal Audit Services Directorate is responsible for conducting audits, including attest audits, across the Department. Its mandate is to provide an independent and objective assessment of the adequacy of control frameworks and practices to achieve results and manage risk

concerning information for decision-making and reporting.

The Evaluation Directorate, through the provision of independent evaluation services, offers an objective review of programs, policies and initiatives to assess their objectives and design, cost-effectiveness and achievement of results.

The Branch supports the Department's open and cooperative relationship with the Office of the Auditor General by providing a single point of coordination for all Auditor General activities.

Audit Services Canada (ASC)

Audit Services Canada (ASC) is a special operating agency, established as of April 1, 1990. The mandate of ASC is to provide, accounting, assurance and audit services on an optional, fee-for-service basis to federal government departments and agencies across Canada. ASC's services may also be provided upon request to provincial, municipal, territorial and Aboriginal governments in Canada and to foreign governments and international organizations. Through these services, Audit Services Canada seeks to make a leading contribution to the improvement of public sector management and operations in Canada and abroad.

Consulting, Information and Shared Services Branch (CISSB)

The Consulting, Information and Shared Services Branch (formerly Government Information Services Branch) was created on April 1, 2004, following the disbandment of Communication Canada. The vast majority of responsibilities were transferred to the newly created branch as outlined in Order in Council P.C. 2004-0100. Privy Council Office took responsibility for regional and analytical functions as outlined in Order in Council P.C. 2004-0098 and Canadian Heritage took responsibility for the powers, duties and functions relating to grant agreements with the Canadian Unity Council under Order in Council P.C. 2004-0099.

In 2005, the Public Access Programs Sector (PAPS) was transferred to Service Canada.

In October 2005, following the realignment of the functions of Consulting and Audit Canada (CAC), the consulting, international and corporate services of CAC were moved to CISSB. In February 2006, the Industrial Security Sector and the Shared Services Integration Sector joined the Branch, following the disbandment of the Service Integration Branch.

CISSB provides four distinct common services to departments and agencies, with a goal to: strengthen government communications through well-integrated, cost-effective Government Information Services that comprise; Communications Services, the Canada Gazette, Publishing and Depository Services, and Electronic Media Monitoring; Government of Canada Exhibitions Program; Public Opinion Research and Advertising Coordination; improve public sector management through Government Consulting Services; contribute to Canada's economic, security and defense objectives through its Industrial Security Sector; and enhance the efficiency and effectiveness of corporate administrative shared systems and offer human resources services through its Shared Services Integration Sector.

These four common services are supported by the Business Planning and Management Sector, which offers services internal to CISSB. A more detailed description of the Branch is provided below.

Government Information Services (GIS)

Canada Gazette

The Canada Gazette has been the official newspaper of the Government of Canada since 1841. Publication of new statutes and regulations, proposed regulations, decisions of administrative boards and an assortment of government and private sector notices in the Canada Gazette is mandatory under certain acts of Parliament and serves as official notice to Canadians. The Canada Gazette has been on the Internet since 1998. Since April 1, 2003, the PDF version has been given the same official status as the printed copy and is published simultaneously with the printed copy. Approximately 180 countries access the Canada Gazette on-line.

Communication Services Sector

Communications Services make it possible for the public to easily access information concerning Government of Canada activities and publications through the Canada Gazette and Publishing and Depository Services. Additionally, the Electronic Media Monitoring Program enables departments and agencies to access various on-line Canadian news sources.

Electronic Media Monitoring (EMM)

PWGSC is the coordination authority for electronic media monitoring. The Electronic Media Monitoring

(EMM) Program acts as a broker for Government of Canada institutions in obtaining a right of access to electronic versions of Canadian news sources. There are 80 federal organizations registered as users of EMM sources.

Government of Canada Exhibitions Program (GCEP)

GCEP provides Canadians with a unique opportunity to interact with Government of Canada representatives in person and to receive information on government programs and services.

The Canada Pavilion, a key component of GCEP, is a traveling showcase bringing together different departments under one corporate umbrella.

Beyond the Canada Pavilion, GCEP coordinates the co-location of departments at events across Canada each year. Over the last six years, more than 6.4 million visitors have come to the Canada Pavilion or other events coordinated by GCEP.

The Program also coordinates departmental exhibit plans under Article 22 of the Communication Policy of the Government of Canada, which encourages departments to submit their exhibitions plans in order to enhance a unified and coherent presence of the Government at events. Approximately 50 departments and agencies register their exhibitions plans in a database.

GCEP funds the Government of Canada Rural Exhibits Program, which is managed by Agriculture and Agri-Food Canada, and promotes Government of Canada programs and services at some 60 events in rural and remote communities across Canada.

Since its creation in 2000, GCEP has been well received by Canadians. For example, survey results from five Canada Pavilion events indicate that 94% of visitors support this initiative and 94% find that speaking face-to-face with a government representative is helpful to them.

Publishing and Depository Services (PDS)

Canadian Government Publishing – one of two programs under PDS – has been the Official Publisher of the Government of Canada (GC) since 1869 and is the administrator of Crown copyright and licensing.

The Depository Services Program was created by Order in Council in 1927 to provide Canadians with free access to GC publications through libraries. Both programs work in tandem to ensure that

federal government information and publications are easily accessible to Canadians.

PDS is also responsible for the management of the GC publications website.

Public Opinion Research and Advertising Coordination (PORAC)

PORAC comprises two directorates, Public Opinion Research (POR) and Advertising Coordination and Partnerships (ACP). Both provide mandatory common services to other governmental institutions.

Public Opinion Research Directorate (PORD)

PORD provides coordination and advisory services for public opinion research. It advises government departments on research plans and methodologies, as well as legislative, policy and procedural requirements in order to help them ensure that Government of Canada policies and standards are upheld.

The Directorate also manages the Research Information Management System, a database and project management tool for clients. It publishes an annual report on Government of Canada POR activities and provides information sessions, orientation guides and best practices studies to build capacity in the federal government.

Advertising Coordination and Partnerships Directorate (ACPD)

ACPD provides coordination and advisory services on advertising and partnerships. The Directorate promotes greater accountability and transparency in government advertising through the publication of an annual report on Government of Canada advertising. It also advises government departments on advertising-related legislation, policies and directives; promotes best practices in government advertising; shares lessons learned from past activities and undertakes knowledge and skills development for government advertisers.

In addition, the Directorate manages the Government's central Agency of Record, which buys advertising and media space and time. It also manages the Advertising Management Information System, a government-wide database and campaign management tool.

Government Consulting Services (GCS)

GCS provides specialized management consulting services for the public sector, on a full cost-recovery basis, to support Government priorities

as well as change management and international development agendas. Services are provided, both domestically and on international assignments, in the following areas: organizational effectiveness, strategic HR, integrated HR and business planning, change management, program evaluation, performance measurement, governance, sustainable development, environmental management, financial management, risk management, decision support, IT and security management, project management, knowledge and information management, and litigation support.

Particular emphasis is placed on services where GCS's position within government, and that of its employees as public servants, add specific and unique values. Services are provided on the basis of an interdepartmental letter of agreement which is negotiated for each assignment.

Industrial Security Sector (ISS)

ISS is responsible for managing the Government of Canada's Industrial Security Program to ensure the safeguarding of controlled goods as well as Canadian and foreign government classified and protected information and assets in the private sector. ISS comprises two programs: the Contract Security Program and the Controlled Goods Program.

Contract Security Program

The Contract Security Program derives its mandate from the revised 2002 Government Security Policy, the North Atlantic Treaty Organization (NATO) Agreement for the security of information, and 13 bilateral industrial security arrangements. This program, administered by the Canadian and International Industrial Security Directorate comprises of five key functions: Personnel Security Screening: provides personnel screening services for PWGSC employees and industry personnel involved in government contracts; International Industrial Security: negotiates industrial security agreements with other countries, authorizes domestic and foreign visits to facilities with sensitive contracts, and approves transmittal of classified/protected contract-related documents; Inspections and Investigations: inspects companies that have access to protected and classified information and assets to ensure proper physical, document and information security measures are in place; Industrial Security Operations: specifies security terms and conditions in contractual documents and ensures the registration of

companies accessing protected/classified information and assets; Joint Certification Program: co-manages this joint U.S. – Canada program that provides certified Canadian and U.S. organizations access to unclassified Defence-related information.

Controlled Goods Program

The Controlled Goods Program assesses individuals and companies that handle controlled goods to ensure compliance with the Defence Production Act and Controlled Goods Regulations. Controlled goods include items such as military vehicles, missile technology and satellites. The Controlled Goods Directorate manages this program by: validating requirements for company registrations; assessing company ownership and screening key officials; inspecting facilities to ensure compliance with security regulations; assessing foreign visitors and temporary workers for security purposes; and referring potential prosecutions to appropriate authorities.

The Controlled Goods Program contributes to Canada's economic, security and defence objectives by: maintaining Canadian industry access to domestic and international government contracts and preserving Canada's exemptions under International Traffic in Arms Regulations; protecting public safety and security through management of a rigorous and vigilant Industrial security program to prevent the loss and theft of classified controlled assets; and supporting Canada's defence agenda through the provision of timely contract security services to facilitate vital military spending.

Shared Services Integration Sector (SSIS)

SSIS provides integrated program support and management to clusters of departments and agencies that use the following corporate administrative shared systems: Government of Canada Human Resources Management System (GC HRMS); Human Resources Information System (HRIS); Integrated Finance and Material Management System (IFMS); Automated Material Management Information System (AMMIS). The Treasury Board Secretariat has sanctioned a number of corporate administrative systems for use in government and encourages departments and agencies to use one or more of these systems and to form user groups or clusters to share in the cost of system maintenance and development. Cluster members collectively govern the system direction but rely on a Program Office to deliver the system for implementation in the member departments.

SSIS is the Program Office for each cluster. From a strategic and operational perspective, SSIS supports the Corporate Administrative Shared Services initiative within government and contributes to achieving efficiencies through economies of scale.

SSIS also provides Human Resources (HR) services to small government departments and agencies that do not have their own corporate HR functions.

Business Planning and Management Services Sector (BPMS)

BPMS advises the Assistant Deputy Minister, CISSB, on the strategic direction of the Branch, and is responsible for business planning, performance measurement and governance. This sector also develops and implements effective business and management approaches and initiatives. It is in charge of the business infrastructure and support functions for the effective operations of the Branch.

Corporate Services, Policy and Communications Branch (CSPCB)

CSPCB is responsible for supporting the Minister, Deputy Minister and Associate Deputy Minister in their dealings with Cabinet, Parliament, Central Agencies, other government departments and agencies, and the public. It coordinates department-wide initiatives and provides corporate communications support as well as corporate leadership in the development of frameworks for business planning, quality control and performance measurement, and monitoring and reporting. It is also responsible for corporate programs including health, safety, security and administration.

Communications Sector

The Communications Sector provides a full range of communications services and products; provides advice on the communications implications of programs, policies and decisions; supports the Minister and the Deputy Minister in carrying out their parliamentary responsibilities; and supports individual branches and agencies in communicating their services to clients. The Communications Sector also works with managers to facilitate ongoing, two-way communications with employees by developing internal communications strategies so that PWGSC employees are informed about, and can participate in, key developments in the department.

Corporate Policy and Planning Sector (CPP)

The sector is responsible for corporate business planning, corporate policy, international and intergovernmental cooperation, Cabinet and Treasury Board submission services, maintenance and advocacy of the Management Accountability Framework (MAF) and the Program Activity Architecture (PAA) as well as monitoring corporate performance information. It is responsible for corporate client relation management including the provision of regular reports to the Departmental Operations Committee on horizontal analysis of strategic client service issues, customer satisfaction survey results and service performance measurement. It is also responsible for analysis of corporate issues, and departmental co-ordination of government-wide initiatives. It represents PWGSC on interdepartmental policy or planning committees. Further, it provides research and support to the Minister, the Deputy Minister and the Departmental Operations Committee. The sector oversees the operations of the Regional Secretariat that is responsible for providing coordination, communications, financial and administrative support to the Regions and the Deputy Minister Office related to regional activities. The sector provides corporate leadership in the establishment of PWGSC business principles and in the related departmental business management model.

Executive Secretariat (ES)

Its mandate is to provide support and to act as a focal point on departmental issues and activities, and to administer related programs for the Minister, the Deputy Minister, the Associate Deputy Minister, and the Departmental Executive Team. The ES is comprised of: the Access to Information and Privacy Directorate, the Ministerial Services Directorate, the Ministerial Correspondence Directorate, and the Ministers' Regional Offices (MROs) Directorate.

Health, Safety, Security, Emergencies and Administration Sector (HSSEA)

HSSEA provides PWGSC with a security program that ensures the co-ordination of all policy functions and the implementation of policy requirements, by managing a broad range of programs, including the Corporate Security Program, Health and Safety Program and the Emergency Preparedness Program, for the Department.

The Director General, HSSEA is the Departmental Security Officer (DSO), responsible for the development and implementation of the departmental Security, Health, Safety and Emergency Preparedness Programs that ensure the achievement of the mandatory requirements of Part II of the Canada Labour Code and the Government Security Policy, regulations and standards in an effective and cost-efficient manner.

HSSEA is the centre of expertise that fosters and advances the integration of the various security functions within the department (referred to as the Departmental Distributed Security Network), central agencies and government security agencies.

HSSEA is also responsible for the policy, planning, delivery and control of a broad range of Branch and Corporate-wide services. These services include records and document management, forms management, mail management services, material management, library, departmental policy, departmental directory service and corporate accommodation.

Finance Branch

The Chief Financial Officer is responsible for providing financial services to the Department. The Branch plans, develops, administers and monitors financial management framework, policies, systems, processes, procedures, and practices for the Department. It provides financial planning, analysis, cost accounting and reporting services, including the production of departmental management reports and submissions of the year-end Public Accounts and prepares PWGSC's departmental and revolving fund financial statements. It is responsible for the preparation of the Annual Reference Level Update exercise and information for the Main Estimates, and coordinates all financial input to the Departmental Business Plan, the Report on Plans and Priorities and the Report on Performance. The Branch develops and coordinates the implementation of quantitative measures to assess the operational performance of PWGSC Branches. It provides authoritative advice and functional direction to headquarters and regional management on central agency and departmental policies and on investment proposals. Finance develops a framework of financial services delivery in the regions and supervises its application. It also develops and implements a framework of well thought out advice concerning the activities of the Special Operating Agencies. Financial

management services are provided in an efficient fashion, in the areas of the financial transactions of the Department, traveling expenses, the relocation program and cash management. The Branch is also responsible for the development, maintenance and operation of financial corporate systems and processes internal to PWGSC. Finance establishes the corporate management charges to revolving funds, using the departmental Cost Allocation Model. Finance is responsible for ensuring that the financial implications for the department are accurately reflected in submissions to central agencies. It develops and maintains the accounting and financial management framework, policies, guidelines, authorities and practices in support of the Department's plans, financial framework and operations and in support of central agency requirements and government initiatives. Finance maintains the departmental Delegation of Authority Instrument and is the subject matter expert for Schedule 1 of this Instrument. Finance supports its employees by implementing recruitment, retention and development strategies. Finance supports the department by developing and delivering financial management training.

Human Resources Branch

Human Resources is a key function within PWGSC, supporting the Department by helping to recruit, retain and develop a strong cadre of experienced, professional, and adaptable employees to serve its transformation agenda, *The Way Forward*. HRB delivers core HR services and provides a wide range of support activities that serve departmental and employee needs. Human Resources Branch (HRB) is accountable for the departmental Human Resources Management Framework, providing leadership in the management of PWGSC's human resources and managing the delivery of all human resources services. HRB also assists the Department in pursuing innovative policies, programs and solutions to build an exciting and rewarding workplace.

HR Operations

Human Resources Operations Sector provides front-line human resources expert services for the Department. It is organized into teams, and each team is dedicated to a specific client group. Its core business is classification and resourcing. In collaboration with colleagues, the Sector also integrates other human resources services for

clients, and operationalizes corporate human resources policies and programs.

The HR Operation Sector works within an innovative and modern human resources management framework, which encompasses Public Service Values and Ethics, diversity and official languages.

As a strategic partner, HR Operations sector actively promotes the achievement of the Department's business objectives and the broader Public Service objectives of renewal, modern management practices and accountability by facilitating PWGSC's adoption of best practices in human resources management.

Labour Relations and Compensation Sector

This sector is the Department's focal point for the development of a broad range of frameworks, strategies, policies and guidelines related to labour relations. The Labour Relations and Compensation Sector comprise four groups: Compensation Services, Labour Relations, the Employee and Organisational Assistance Programme (EOAP) and the Office of Workplace Conflict Management (OWCM).

Compensation Services Directorate

The Compensation Services Directorate provides compensation services to employees and managers and administers all Treasury Board and departmental compensation policies and procedures.

Labour Relations

Labour Relations provides a comprehensive labour relations program in the areas of Labour-Management Consultation, Harassment Prevention, Conflict of Interest, Employee Performance Management, Managerial Exclusions, as well as Collective Bargaining and Essential Services agreements.

The Employee and Organizational Assistance Program

The Employee and Organizational Assistance Program promotes personal and organizational wellness and provides confidential counselling, management consultations, and various related educational services and interventions.

Office of Workplace Conflict Management

The services offered by the Office of Workplace Conflict Management include coaching, mediation,

facilitation, group intervention, as well as training, information sessions, presentations and workshops to employees and managers on recognizing and dealing effectively with workplace conflict.

The Corporate Human Resources Policies and Programs Sector

The Corporate Human Resources Policies and Programs Sector provides departmental leadership, and sound advice to the Department's senior management team and HR practitioners. The Sector develops innovative policies, programs, plans, and solutions that include HRM tools to assist departmental managers in building an exciting and rewarding workplace. The Sector, on behalf of the Deputy Minister, responds to Central Agency reporting and accountability requirements.

Comprising five Directorates (Corporate Staffing and Employment Equity; Learning, Career Management and Recognition; Official Languages; HR Planning and Strategies; and Corporate Classification) this sector assists the Department in achieving and maintaining a representative workforce.

Corporate Staffing and Employment Equity

This Directorate provides advice, interpretation and guidance to PWGSC HR practitioners and senior management, on a broad range of staffing issues. The group develops the PWGSC staffing framework, and HR policies, programs and strategies. It also provides advice, interpretation and guidance to PWGSC management, employees, employee representatives, and HR practitioners on all matters pertaining to employment equity. The group also develops policies and coordinates and implements initiatives regarding designated group recruitment, development and retention.

Learning, Career Management and Recognition

The Learning, Career Management and Recognition Directorate comprises Organizational Performance and Learning, the Career Services and Self-Learning Centre, and Recognition, Cost Savings, and Innovation.

Organizational Performance and Learning (OPAL)

OPAL supports the corporate learning division and PWGSC as a learning organization by enhancing organizational effectiveness through change management, organization development,

classroom training, self-directed learning and E-learning through the web, facilitation and performance improvement interventions. OPAL provides functional guidance to the regions in the following areas:

Career Services and Self-Learning Centre

The Career Services and Self-Learning Centre supports employees through the provision of learning and development services including career management, self-learning, and orientation sessions.

Recognition, Cost Savings, and Innovation

The Recognition, Cost Savings, and Innovation Program supports the recognition initiatives within the Department. The Program is managed by the National Office of the Recognition Program, which coordinates instant recognition activities; acknowledgement of career milestones and retirement; sending of letters of condolence; and the PWGSC's Awards of Excellence. The program coordinates cost-saving and innovation suggestions made to the Deputy Minister.

Official Languages

The Official Languages Directorate (OL) provides linguistic services such as training, second language evaluation, writing assistance and orientation process. OL works on policy planning and monitoring including interpretation of the Official Languages Act and Regulations and linguistic rights and obligations. This Directorate develops and implements the Department's strategic Action Plan for Official Languages, and is responsible for the resolution of complaints related to official languages and support to linguistic minority communities under Section 41 of the Official Languages Act.

HR Planning and Strategies

The Human Resources Planning and Strategies Directorate provides research, analytical, advisory and consultative services in support of PWGSC management and HR professionals on a broad range of HR planning issues. These issues include: HR planning, workforce analysis, work force adjustment, and performance management. The group is responsible for the departmental Human Resources Management Framework and the State of the Work Force Performance measures in line with the Management Accountability Framework to guide managers on making people management an integral part of business success.

Corporate Classification

Corporate Classification manages PWGSC classification grievances, delegation and accreditation programs, and develops departmental classification policies, procedures and guidelines in compliance with the Public Service Human Resources Management Agency of Canada. This group leads the development and enhancement of the classification aspects of the Human Resources Management System (HRMS) and delivers classification training, mentoring and tutoring services.

Executive Services

Executive Services facilitates the resourcing of Executive-level (EX) positions in partnership with Service providers at the Public Service Commission and The Leadership Network. Executive Services also works toward improving the administration of EX performance management and manages Corporate Development Programs.

Executive Classification

Executive Classification provides advice on organization design and classification issues impacting the Executive Group (EX). This group manages the EX classification program and related activities and works on the design and development of functional organizational structures. This directorate develops customized organizational change strategies to improve efficiency and service delivery, and recommends organizational changes and classification actions at delegated levels.

Business Systems and New Initiatives

The Business Systems and New Initiatives (BSNI) group is responsible for all information management and information technology (IM/IT) functions within HRB. This directorate provides support and maintenance for HRB's IM/IT systems, manages all the IT assets (including equipment and licenses), and provides client authority services. BSNI evaluates plans and implements long term business systems solutions for the branch.

Business Planning and Integration

The Business Planning and Integration Directorate (BPID) is responsible for business planning, including developing the HRB Business Plan, HRM Plan, Business Continuity Plan and Health and Safety Action Plan, coordinating the development of HRB Operational Plans, providing

input into departmental planning processes, and reporting progress against these plans. BPID is also responsible for leading HRB finance and administrative activities such as establishing budget planning and administration procedures and practices, coordinating various reports for the Branch (quarterly disclosure reports, membership reports), and for Branch communications.

Office of the Chief Risk Officer (OCRO)

Risk Management is a regular part of most people's daily activities. Whether mitigating the risks of a long-term contract or choosing what type of car to buy, risk management is a part of our lives. As a key provider of a wide array of common services to federal departments, PWGSC is no stranger to risk.

With a view to managing the risks arising from the ongoing business transformation and supporting reforms, the Deputy Minister of PWGSC established the Office of the Chief Risk Officer (OCRO) in the fall of 2005.

The OCRO's mandate is to provide independent assurance to the Deputy Minister that significant risks are identified and appropriately managed, and to strengthen risk management in the Department. It provides a focal point for risk management advice as well as an oversight of the implementation of the Integrated Risk Management Framework and Policy. The Chief Risk Officer is responsible for risk management, ethics, fairness monitoring, internal disclosure, alternative dispute resolution, and special investigations. The OCRO is the first such office in the Canadian federal government.

Risk Management

Risk Management consists of five main activities: Risk Identification: the goal of risk identification is to identify those risks that threaten the achievement of objectives and priorities; Risk Assessment: the goal of risk assessment is to assess the likelihood and impact of the risk occurring and rank risks based on this assessment so that highest priority risks receive the greatest attention; Risk Response (or Risk Mitigation): the goal of risk response is to find cost effective options for preventing or reducing the likelihood or impact of the risk; Monitoring: the goal of monitoring is to assess the functioning and effectiveness of risk responses and to warn of changes to the risk profile; Documentation of risk management: the goals of documenting the

risk management process are to communicate decisions to the parties involved, refer to them as a tool for lessons learned, and demonstrate due diligence.

Ethics

The very nature of our work demands that we be leaders and help set the bar for ethical standards. We are the government's banker, we handle the bulk of procurement, manage the government's telecommunications and information management infrastructure, offer real property services, and make sure government operations run smoothly and seamlessly through high-quality communications coordination, translation, management consulting, auditing and other services.

Fairness Monitoring (FM)

The Fairness Monitoring Program enables PWGSC to obtain additional assurance that procurements, which meet one or more of a predetermined set of screening criteria, are conducted with integrity and accountability, and in a fair, open, transparent and compliant manner. These screening criteria include, but are not limited to: the complexity of the requirement; the estimated value of the procurement, Fairness Monitoring (FM) services must be formally considered for all procurements of \$250 million or more; the evaluation methodology; the complexity of the technical evaluation; the sensitivity of the requirement; and a client request for an FM.

Internal Disclosure

PWGSC is committed to protecting all employees who disclose, in good faith, any situation of potential wrongdoing in the workplace and will ensure, to the extent possible, the confidentiality of the information. PWGSC's Policy on Internal Disclosure of Information Concerning Wrongdoing in the Workplace outlines the process for dealing with such situations, which is consistent with the new legislation.

Alternative Dispute Resolution

With the exception of bid challenges and claims arising from Terminations for Convenience, Contract Claims Review Board (CCRB) acts as an appeal/review organization in PWGSC for all procurement-related disputes and extra-cost claims arising from goods and services contracts, construction and architectural and engineering services contracts. CCRB administers the following

activities: the Contracts Settlement Board (CSB): CSB is an independent review body that resolves disputes concerning extra cost claims which are referred to it by contractors providing goods and services to PWGSC; and the Contract Disputes Advisory Board (CDAB): CDAB is an independent review board that provides an informal and rapid form of resolution (non-binding advisory arbitration) for contract-related disputes. The CDAB process is primarily designed for construction and architectural and engineering consultant services. A CDAB is convened when a request is made to the Minister by contractors or consultants and the Minister grants the request.

Special Investigations

The Special Investigations Directorate (SID) is accountable for providing the leadership, expertise and advice to Senior Management on the requirements of the Treasury Board policies on conflict of interest, unethical behavior, fraud and other wrongdoing in the Workplace, Losses of Money, Offences and Other Illegal Acts against the Crown.

Office of Greening Government Operations

The Office of Greening Government Operations (OGGO) was created in April 2005 within Public Works and Government Services Canada (PWGSC).

OGGO's mandate is to accelerate the greening of the government's operations by working closely with other federal departments, particularly with the Treasury Board Secretariat and Environment Canada.

It's an opportunity to establish government-wide priorities, accountabilities, targets, timelines and reporting requirements to assist the Government in its commitment to become a model of environmental excellence in its own operations. The Greening of Government Operations encompasses a wide range of activities including: reductions in energy resources consumption; reduction in greenhouse gas and other air polluting emissions; green procurement; remediation of contaminated sites; waste management; and environmental performance of vehicle fleet.

OGGO provides advice and guidance to departments on a wide range of activities related to the greening of their operations; supports the development of policy and performance management related to greening government operations; provides a range of high-quality

environmental services to government departments and PWGSC provides environmental services to federal government departments throughout its regional operations.

Office of the Senior ADM Departmental Transformation

The Office of the Senior ADM Departmental Transformation (DT) is responsible for providing ongoing support to the Department's business transformation agenda, providing strategic advice to the Deputy Minister and regular guidance to Branch Heads and, maintaining effective relationships with central agencies. DT provides leadership in developing the strategic renewal vision for the departmental business lines under transformation.

Information Technology Services Branch (ITSB)

Information Technology Services Branch (ITSB) is a common service organization within Public Works and Government Services Canada (PWGSC). ITSB provides leadership in supporting government-wide initiatives such as the common infrastructure; information technology (IT) and telecommunications services, on an optional basis, to other federal government departments and agencies.

The Branch provides functional direction for IT architecture, standards and security. ITSB is also mandated with developing and leading PWGSC's corporate technology and information management initiatives; providing departmental infrastructure services to support PWGSC's strategies and program objectives, in an effective and cost efficient manner and to operate PWGSC's government-wide mission-critical systems. Finally, to improve IT program delivery and cost savings for Canadians, the organization has recently been mandated to seek every opportunity to transform the current environment into a shared service environment. The Branch is composed of the following sectors: Application Management and IT Operational Services Sector, Business Planning and Management Services Sector, Office of the Chief Information Officer Sector, Chief Technology Officer Sector, Enterprise Partnership Management Sector, Acquisitions Technology Solutions Sector, Project Delivery Office, Product Management Sector, Service Management and Delivery Sector, Accounting, Banking, Compensation and Real

Property Technology Solutions Sector and Service Transformation Initiative Sector.

Application Management and Information Technology Operational Services

Application Management and Information Technology Operational Services, is accountable for the management of the in-service IM/IT environment within PWGSC including supporting the design and integrity of the in-service environment; and supporting in-service, operational information management/information technology (IM/IT) applications and infrastructure, integration and operational services to support Public Works and Government Services Canada, and indirectly other federal government departments and agencies.

Business Planning and Management Services Sector

This sector is divided into five (5) centres of expertise providing branch level services to ITSB:

Business Planning, Program Management and Reporting (BPPMR)

This directorate is responsible for business planning; ethics, audit and evaluation; policy development and evaluation; business case analysis; business continuity planning; link to PWGSC CIO; and coordinate Access to Information requests.

The Program Management Office is responsible for branch performance measurement standards and tracking; project registry maintenance, standards and processes; Monthly Operations Report (MOR); and the Project Review Board.

Administrative Services and Contract Management (ASCM)

This directorate is responsible for procurement planning; contract acquisition and maintenance; asset rationalization and management strategy; Contracting Review Board; administrative services, such as accommodations (formerly reporting into Business Planning and Reporting directorate) and security; and liaison with Acquisitions Branch.

Workforce Planning and Management (WPM)

This directorate is responsible for branch-level Human Resources (HR) strategies and plans, including Official Languages, Employment Equity, Health and Safety; growth strategies for the IT Shared Services; branch interface to Corporate

HR; and liaison with the Organizational Readiness Office.

Business Information and Coordination Services (BICS)

This directorate is responsible for internal and external communications coordination and planning; web management; event coordination; and liaison with Corporate Communications.

Financial Business Analysis and Costing (FBAC)

This directorate is responsible for Treasury Board submissions; activity-based costing and reporting; pricing/funding strategies; Accounts Receivable/Accounts Payable; and financial management functions.

In addition to the five directors leading these directorates, BPMS benefits from the expertise of senior analysts that, reporting directly to the Director General, provide assistance in areas requiring senior-level coordination and management, and in particular, relating to the transformation to the IT-Shared Services Organizations (SSO) Chief Information Officer (CIO).

The Chief Information Officer Sector provides leadership and strategic direction to the effective use of IM/IT resources and investments to support the strategic priorities of PWGSC. Specific responsibilities include developing and leading PWGSC's corporate Information and Knowledge Management initiatives providing the Department with Internet and Intranet development services, and developing and maintaining the Department.

Enterprise Architecture, Client Relationship Management and IT Security

The Sector is embarking on an ambitious program to address the Department's Total Cost of Ownership, build a new IM/IT Governance process, and develop a best-practice IM/IT organization which provides strategic value to PWGSC.

Chief Technology Officer (CTO) Sector

The CTO sector provides leadership, co-ordination, and broad direction in the planning and development of a government-wide architecture for the IT infrastructure in support of the government's renewal objectives and its service delivery agenda. This infrastructure is comprised of the subset of the departmental infrastructure domains that are common or shared across government. The CTO

is also responsible for IT Security and Privacy across sectors.

The CTO sector fulfils its mandate by: producing a technology roadmap in support of the development of government-wide IT architectures, standards, and security frameworks; maintaining an in-depth knowledge of new technologies and creating opportunities to leverage industry expertise; coordinating the IT Security function; providing advice on the implementation of policy in the areas of IT Security and Privacy; and ensuring compliance to policy and standards.

It provides leadership and direction in enterprise technology planning in the areas of: IT Security, IT Privacy, IT Policy, Technology Architecture and Standards, Technology Research.

Enterprise Partnership Management Sector (EPMS)

This sector is the primary client-facing component of Information Technology Services Branch (ITSB) and is responsible for Stakeholder Relationship Management (SRM) and for managing business growth within ITSB as it transitions to an Information Technology – Shared Services Organization (IT-SSO). Within this role EPM has full end-to-end accountability for the client relationship, while also being the single point of accountability for liaison with other stakeholders including, central agencies, other jurisdictions, and the private sector. EPM has an extremely important role in positioning the organization and providing strategic leadership to ITSB in areas that require strong stakeholder engagement from: federal departments and agencies as consumers of ITSB services; central agencies as the policy authorities that provide direction to government in areas such as policy, service standards, and funding; and, a wide range of other players, whether they be clients, business partners, or delivery agents.

EPM also has a crucial role in identifying strategic partners and establishing structured partnership arrangements under which ITSB will both provide strategic support to partner organizations, and develop new Enterprise IT Services that serve the needs of partner organizations while supporting the requirements of the whole-of-government Enterprise. In this role, EPM is defining the Governance framework and model under which ITSB will establish the capability to coordinate client-facing activities across a complex network of stakeholders, services, and operations. It also provides guidance to other parts of the

organization in the areas of client relationship management and support to strategic partners, with a strong concentration on achieving the necessary critical mass of users required by new Enterprise IT Services, as well as the overall business volume targets to both justify investments in new services, and to ensure the viability of the emerging IT-Shared Service Organization (SSO) business model.

EPM provides services to clients as well as coordinating the efforts of ITSB, in the following areas: Client Relationship Management, Vendor Relations, Federal/Provincial Relations, Central Agency Relations, the Transformation Management Office, Management of Change, Governance, and Client Strategy.

Acquisitions Technology Solutions Sector

The Acquisitions Technology Solutions Sector provides an effective and efficient framework for the end-to-end procurement and purchasing of goods and services electronically for the Government of Canada. Acquisitions Technology Solutions Sector looks at existing acquisitions products to determine their relevance within the new framework, and investigates how, where and when the business of acquisition could be transformed to enable it to better meet the ever-evolving business requirements of the Government of Canada.

The key initiative of the Acquisitions Technology Solutions Sector is the Government of Canada Marketplace (GoCM) project. The GoCM will be the premier vehicle for GoC employees to buy approved goods and services through readily available on-line GoC catalogues.

Product Management Sector

The Product Management Sector is responsible for providing the planning and implementing of strategic and innovative business frameworks and models for the delivery of enterprise-wide IT shared products and services. The domain of product and services includes the following lines of business: data centre, distributed computing, network, shared access enablers and information management inclusive of respective Profit and Loss (P&L). Efforts also include working to integrate our IM tools strategy into the Government of Canada IM strategy. The sector is responsible for developing and implementing strategies, approaches and initiatives with Central Agencies in providing functional guidance and support in

meeting the evolving business needs of clients; the priorities and objectives of government; and the leadership requirements on behalf of the organization for advancing government-wide initiatives respecting shared systems, e-government and shared/common services.

Service Management and Delivery Sector

The Service Management and Delivery Sector (SM&DS) offers IT services to federal and territorial government departments, agencies and Crown corporations across Canada. It delivers voice and data networks, runs applications, manages network security, delivers satellite technology to remote locations, and provides many other services. SM&D experts work with industry providers to offer the most appropriate technology solutions, with the best possible service, at the lowest available rates. SM&D is engaged in two main areas – telecommunications and computing. First, it is the de facto provider of telecommunications services to the GoC, even though the majority of its services are provided on an optional basis. Today, approximately 150 government organizations purchase their telecommunications services from SM&D. These services cover four portfolios: Telecommunications Services, Satellite Services, Network and Infrastructure Services and Fully Managed Services.

SM&D also provides a variety of computing services to other government departments and agencies to help manage their IT infrastructures and applications. It hosts and manages several large data centres to handle the computing needs of its clients, and it supports more than 480 business applications, and 27 corporate applications, for the user community. Computing services cover five portfolios: Mainframe Services, Mid-range Services, Office Automation Services, Printing and Distribution Services and Business Continuity and Recovery Services.

In addition to offering Telecommunications and Computing Services to other government departments and agencies, SM&D also has the mandate to manage the maintenance and operation of PWGSC's own telephone systems, IT infrastructure and services, including data centres, networks and office workstations. Through its extensive industry experience and knowledge, and its collaboration with the private sector, SM&D delivers significant benefits to its user community including brokering and negotiating on behalf of many users to obtain the lowest

available rates for government, as well as in-depth technology expertise, client service, and simplified administration.

Service Transformation Initiative

STI will contribute to strengthening ITSB's Transformation Project Team and lead the growth strategy to build the IT business with the Government of Canada and develop an IT Shared Services Organization (IT-SSO). In building the IT-SSO, STI will establish senior level contacts and governance, outside of PWGSC, for exchange and discussion of the Shared Services agenda.

The IT Shared Services Transformation Initiative is divided into two key components: Supporting the Building and Growing of IT Shared Services; and Transformation Projects Management.

Consultations and work with government departments and agencies will be done initially through a proof of concept phase, where STI will perform due diligence and analyze opportunities and risks for the transfer of IT infrastructure services of candidate partner organizations into an IT-SSO. STI, in collaboration with the partner organizations and other ITSB sectors will also determine what transformation projects need to be done to align the partner organizations with the ITSB/IT-SSO.

The IT Shared Services Organization will be built, in consultation with our partner organizations, in an open and transparent fashion. ITSB will be better able to provide value for money and manage the governments IT resources in a cost effective and efficient manner.

Investigations and Litigation Office (ILO)

The Investigations and Litigation office (ILO) was established as a temporary organization to respond to requests from the Commission of Inquiry into the Sponsorship Program and Advertising Activities, the Special Counsel for Financial Recovery, as well as the RCMP and the Sûreté du Québec in connection with their related criminal investigations. The ILO sets priorities, and coordinates, manages, and responds to all inquiries related to the former Sponsorship Program and criminal investigations. The work of the ILO currently focuses mainly on activities related to the recovery of sponsorship funds and responding to requests for information with respect to criminal investigations. The ILO provides advice to the Minister and Deputy Minister on matters related to the recovery of sponsorship funds and criminal investigations.

PWGSC brought together all pertinent sponsorship and advertising documentation and collateral materials, including a database of sponsorship contracts from Communication Canada. Under a Protocol signed in May 2004, between PWGSC and the Commission of Inquiry, the Commission's records remained within PWGSC and under its management, and the department was fully accountable and responsible for their security, preservation, and access. These records became the responsibility of the ILO and the Sponsorship Documentation Secretariat (SDS). The SDS controls and manages a massive volume of vital information and collateral materials, dating back to 1994. These include inventories and electronic databases. The SDS has rendered into searchable data, more than 20 million pages of key documents and records related to sponsorship and advertising. It ensures the secure storage of relevant documentation and that the legal chain of custody is observed and documented.

Real Property Branch (RPB)

The RPB provides federal departments and organizations with office accommodation and a full range of real property services, including strategic and expert advice that supports the Government of Canada in the delivery of programs to Canadians.

Effective April 2007, a new organizational structure was put in place to create a distinct Headquarters and stand-alone RPB National Capital Area (NCA) Region.

The Directors General of the RP NCA Region, who report to the ADM RPB, are responsible for the delivery of all Real Property services in the NCA. In the other five Regions (Pacific, Western, Ontario, Quebec, and Atlantic), the Regional Director General (RDG), who reports to the Deputy Minister, is responsible for delivering all PWGSC services, including Real Property. The ADM RPB provides functional direction to the RDGs on real property-related issues and services.

RPB Headquarters provides national leadership for the delivery of real property services through Directors General in nine specific sectors: Engineering Assets Strategy, Special Initiatives, Transformation, Administration and Systems, Accommodation, Portfolio Management and Real Estate Services, Professional and Technical Service Management, Program Management, Client Consultancy and Real Property Optional Services and PWGSC Services to Canada

Revenue Agency. In addition, the position of Project Executive/Lead Negotiator was established.

Engineering Assets Strategy (EAS)

This sector is responsible for developing strategies related to the potential divestiture or long-term stewardship of PWGSC's inventory of engineering assets. In addition, EAS has operational responsibility for the portions of the Alaska Highway under PWGSC custodianship and the Esquimalt Graving Dock.

Special Initiatives (SI)

SI identifies, develops and implements major transformation initiatives for the Branch which will improve its service performance. Current projects include the acquisition and implementation of an Integrated Workplace Management System aimed at aligning RP business processes with industry best practice. This sector is also responsible for examining future service delivery tools and mechanisms in accordance with the Branch's business renewal initiatives, with Treasury Board's Alternative Forms of Delivery policy, and government direction.

Real Property Transformation (RPT)

The RPT Sector leads Real Property Transformation under the umbrella of PWGSC's The Way Forward. This sector is responsible for the Branch's human resources management, change leadership, communications and learning; and risk management. This sector is also responsible for Transformation project integration, control and reporting, and the Best Practice Organization initiative which focuses on RPB business process improvement.

Administration and Systems (AS)

This sector is the corporate 'backbone' of RPB. As transformation functions become ongoing responsibilities, the functions are migrated to this sector. AS offers the full range of support functions to the branch for human resource management, administration, systems, stakeholder relationship management, business management, business process improvement, coordination and support to the Headquarters organization and the real property function nationally. Risk management and audit management are within the sector's responsibilities. In addition, the AS Sector provides administrative support to the offices of the RP

Assistant Deputy Minister and Executive Director, Operations.

Accommodation, Portfolio Management and Real Estate Services (APMRES)

The APMRES Sector provides stewardship for the PWGSC real property portfolio and develops innovative service delivery models and real estate solutions for the Government of Canada. It develops strategies and national frameworks to accommodate federal tenant space demand and to introduce sustainable, productive, and supportive workplace environments for federal public servants. The sector produces policies, standards, systems, tools, and performance measures to provide national direction for the management of the portfolio and the delivery of real estate services. It develops strategies for maintaining and disposing of assets no longer required by the government and collaborates with central agencies to ensure support for departmental initiatives and to promote the modernizing of real property instruments.

It also manages the delivery of the Appraisals Program and the Payments in Lieu of Taxes Program.

Professional and Technical Service Management (PTSM)

The PTSM Sector leads a national program of professional and technical services that supports service management and service delivery in the areas of operations and maintenance, planning, design, renovation and construction of federal buildings, and facilities. It provides specialized expertise in project delivery, architecture and engineering, heritage conservation, geomatics, asset and facilities management, and energy conservation. The sector exercises a national role which includes oversight, functional direction, advice and quality management. This includes the national co-ordination and oversight of the Alternate Forms of Delivery (AFD) property and project management contracts put in place across the country which impacts half of the PWGSC inventory of buildings. For certain specialties PTSM also operates as a national centre for service delivery in such areas as bridge, marine and geotechnical engineering.

Program Management (PM)

The PM Sector is responsible for providing Real Property Branch leadership in strategic planning,

resource management and policy activities. This includes developing and overseeing the implementation of strategies, policies, frameworks and initiatives to provide for integrated business, financial and program management of both the Federal Accommodations and Holdings Program, and the Real Property Optional Services business line. PM is also responsible for articulating and advancing the Branch's strategic vision, including development of the Branch Business Plan.

Client Consultancy and Real Property Optional Services (CC/RPOS)

The CC/RPOS Sector provides the leadership and focus for the national client relationship management activities of RPB and the management of Real Property optional services as a business line.

Account executives act as the primary point of entry for client organizations to access real property services, and are accountable for the overall quality of the relationship between Real Property and the client. They lead the development of long term strategies that meet client program needs while respecting cost effective government solutions as a whole. There are currently account executives for the following client clusters: Department of National Defence/Department of Foreign Affairs and International Trade/Canadian International Development Agency; Justice Canada/Treasury Board Secretariat/Finance and small agencies; Department of Fisheries and Oceans/Transport Canada/Environment Canada/Natural Resources Canada; Health Canada/Agriculture and Agri-Food Canada/Canadian Food Inspection Agency/Statistics Canada; Public Works and Government Services Canada/Service Canada/Industry Canada/Office of the Auditor General; Indian and Northern Affairs Canada/Canadian Heritage/Parks Canada Agency/Library and Archives Canada; Royal Canadian Mounted Police/Canadian Security Intelligence Service/Canada Border Services Agency/Correctional Service Canada.

By establishing a new Real Property Optional Services focus within the Headquarters organization, RPB has embedded the management of this business line within its key strategic functions. This group analyzes and assesses market opportunities, works with regions to assess and leverage capacity to deliver services, and develops new optional service products and innovative solutions, business strategies, tools

and frameworks related to optional service delivery, along with associated pricing and performance measures. In addition, it plays a key role in the development of market segment evaluation and opportunities, as identified by the segment champions and account executives. Business plans which evaluate and provide direction to the provision of these services are produced annually.

PWGSC Services for Canada Revenue Agency (CRA)

The Integrated Services Team for the Canada Revenue Agency (CRA) is a unique integrated unit composed of CRA and PWGSC employees. It is headed by a Director General who is accountable for the management of the national CRA real property accommodation portfolio for both organizations, Project Executive, Lead Negotiator to respond to the complexity of major project initiatives, the Lead Negotiator represents the department in the development, structuring and negotiation of major real estate projects and transactions.

Within the Real Property NCR Region there are six sectors: NCA Portfolio Management; NCA Real Estate Services; NCA Operations; Major Crown Projects; Parliamentary Precinct; and PPD Major Crown Projects.

NCA Portfolio Management (NCA PM)

This Sector provides stewardship for the PWGSC NCA real property portfolio and develops and oversees the implementation of strategies to accommodate federal tenant space demand and introduces sustainable, productive, and supportive workplace environments for federal public servants within the National Capital Area. The NCA inventory of custodial and leased assets equates to half of the PWGSC total inventory.

NCA Real Estate Services (NCA RES)

NCA RES is responsible for delivering all real estate transactions to PWGSC and, on an optional fee-for-service basis, to other custodian departments. These transactions include office accommodation, leases, commercial operation lettings, and acquisitions and disposals of real properties within the National Capital Area. In addition, NCA RES provides real estate advisory services.

NCA Operations (NCA OPS)

The NCA Operations Sector provides the full range of property and project management services, lease administration and specialized real property services in the National Capital Area, (excluding Parliamentary Precinct) and in Nunavut. NCA OPS is responsible for the day-to-day operations of office and special purpose buildings for RPB and other custodian departments, either internally or via private sector service providers. This includes repairs, capital improvements, fit up and refit projects. NCA OPS also manages and delivers on a fee-for-service basis, design and construction services to other government departments for all new NCA construction except for those projects assigned to the Major Crown Projects Sector. The operations and service delivery are carried out by professionals who work in real property teams, including project managers, environmental services officers, asset managers, property and facilities managers, building systems technicians, trades people, maintenance quality assurance specialists, business managers and administrative support employees. The Sector also offers conference services and protocol and events management in the NCA, as well as nationally and internationally in support of the Government of Canada. This includes the operation, maintenance, and asset management for NCA conference facilities. As well, NCA OPS manages central heating and cooling plants, the production and distribution of steam and chilled water, including energy and utilities management throughout the NCA, and operates and maintains the bridges and dams owned by PWGSC in the NCA. In Iqaluit, Nunavut, the sector also provides consolidated offices for seven federal departments, including Indian and Northern Affairs Canada, in a modern, fully equipped Government of Canada Building. PWGSC also provides a full range of services including some 250 housing units for federal employees in Iqaluit.

Major Crown Projects (MCP)

MCP provides leadership for the planning, development, delivery, and commissioning of a program comprising multiple complex, multi-million dollar Major Crown Projects, or projects to be managed as a Major Crown Project, that serve to advance and achieve the Government of Canada accommodation and real property investment objectives.

Parliamentary Precinct Directorate (PPD)

The Parliamentary Precinct Directorate (PPD) delivers real property services to its parliamentary partners: the Senate of Canada, the House of Commons and the Library of Parliament. The Sector also provides real property services to the offices of the Prime Minister, the Deputy Prime Minister, the Privy Council, as well as the Governor General's residence, La Citadelle in Quebec City. The services include accommodation planning, design and delivery of capital projects as well as the operation, maintenance and repair of assets. PPD also provides services to commercial and retail tenants, including numerous media outlets located within the precinct. The Sector implements the Long Term Vision and Plan (LTVP) for the Parliamentary Precinct, a detailed blueprint for the conservation, restoration and renewal of Canada's seat of government. The LTVP outlines a program of renovations and new construction that will preserve the historical structures in the Precinct, bring them up to modern standards, and meet the accommodation requirements identified by the Senate, House of Commons, and Library of Parliament. It also includes putting in place required infrastructure upgrades.

PPD Major Crown Projects (PPD MCP)

This sector oversees the complex renovation of the historic West Block, including all ancillary projects related to accommodating displaced parliamentarians and support staff during this period.

Regions

The Regional Offices are responsible for the provision of all services offered by the Public Works and Government Services Administration at the regional and local levels across Canada. There are five Canadian regions in addition to the National Capital Area: Atlantic, Quebec, Ontario, Western, and Pacific. The regions deliver a full range of services to federal government departments including real property, telecommunications and informatics, acquisitions, pay and benefits, translation, and consulting and audit services. In addition, PWGSC regional cheque production offices also produce socio-economic payments such as the Child Tax Credit, Old Age Security, Guaranteed Income Supplements, Canada Pension Plan, Canadian Jobs Strategy, National Revenue Income Tax refunds, Goods and Services Credit Payments and Census payments.

Translation Bureau (TB)

As a special operating agency, the TB provides Parliament, the judiciary and other governmental departments and organizations and upon request, to provincial and foreign governments, with translation, revision, interpretation, technolinguistic, terminology and other related linguistic services in both official languages, Aboriginal languages and in over 100 other languages, including sign language. It has the mandate to standardize terminology within the federal government and to manage the terminology and linguistic database TERMIUM®. A network of regional offices provide services throughout Canada.

Client Services

Client Services' role is to develop, maintain and manage business relationships with federal government clients for the Bureau's products and services, including terminology products and publications. Their primary functions include negotiating service contracts, conducting client satisfaction surveys and market studies, and the promotion of our products and services. Client Services are also responsible for internal communications.

Corporate Services Sector

The Corporate Services Sector ensures the integrity of financial management within the Bureau, oversees the implementation of the Bureau's accountability framework, the development of the Bureau's IT/IM strategy, ensures the provision of common services, including logistical and technological support, acquisitions and directories services, professional and technical training services as well as documentary services. It is also responsible for policy management and integration, and the Bureau's strategic planning cycle. The sector also provides expert advice and analysis to the Bureau's CEO and Senior Management Committee in the development and management of the Translation Bureau's strategic directions and planning cycle.

Interpretation and Parliamentary Translation Directorate

Interpretation and Parliamentary Translation Directorate provides translation services to Parliament in the official languages, closed-captioning services, as well as interpretation services in all languages, including sign language,

to Parliament and to federal departments and agencies.

Terminology and Standardization

Terminology and Standardization supports the translation and operations by providing terminology products and services and in particular, by operating and updating the Canadian government's terminological and linguistic data bank, TERMIUM®. The Directorate standardizes and disseminates the terminology used in the Public Service, coordinates the terminology standardization activities of federal organizations and, with these objectives in mind, collaborates with linguistic research centres and standardization networks in Canada and abroad.

Professional Services Sector

The Professional Services Sector provides general and specialized translation services such as localization and multimedia services (language products and services designed for Web sites, applications or multimedia products) for federal departments and agencies and other clients. In addition to its numerous points of service in the National Capital Region, the Professional Services Sector has regional offices in St. John's, Charlottetown, Halifax, Moncton, Québec, Montréal, Toronto, Winnipeg, Calgary and Vancouver.

Information Holdings

Program Records

Accounting Banking and Compensation Branch

Accounting Administration Products

Description: Information on assistance to client departments and agencies on accounts payable and other payments activity, Accounts of Canada and reporting services activity, and management, financial and other services activity.

Topics: Accounts payable and other payments, and associated financial and related statistical data; and financial management and other services (services provided to departments and agencies at a price and quality that is competitive with services available from other sources).

Access: Requests for records of individual departments or agencies should be directed to the department or agency concerned.

Format: Computer databases and files.

Program Record Number: PWGSC ABC 130

Central Accounting

Description: The Receiver General maintains the Accounts of Canada (the Government's general ledger) and produces monthly, quarterly and annual financial reports.

Topics: Central accounts; Annual Public Accounts of Canada monthly statement of financial operations of the Government of Canada. The RG maintains a general ledger of the past 10 years. From fiscal year 1999–2000 to present the general ledger contains the account opening and account closing balances for each unique combination of government-wide coding. Prior years contain detailed financial transactions.

Access: Requests for records of individual departments or agencies should be directed to the department or agency concerned.

Format: Central data bank is in machine readable form on the PWGSC mainframe.

Program Record Number: PWGSC ABC 145

Insurance Administration Products

Description: Information on the administration of employee benefit plans such as determination of eligibility, maintenance of records, issue of statistical and other reports, and preparation and distribution of instructions to users.

Topics: Public Service Health Care Plan; Public Service Management Insurance Plan; Disability Insurance Plan; Public Service Dental Care Plan; Post-Retirement Life Insurance Plan and Pensioners' Dental Services Plan.

Access: Files arranged by subject.

Format: Microfilm, computer and cards.

Program Record Number: PWGSC ABC 080

Pay Administration Products

Description: Information on administrative services required for the disbursement of pay and provision of information to employees on their pay; such as input, the compilation, calculation and issuance of pay and information; development and operation of system edits, validation and payroll accounting controls; the production of payroll error and statistical reports and statements of data, required by related systems, of cheque stubs and related statements; and the development and promulgation of user instructions and procedures and web applications.

Topics: Public Service pay, Royal Canadian Mounted Police pay, House of Commons pay.

Access: Files arranged by subject, by department.

Format: Magnetic tapes, microfilm, databases and hard copy.

Program Record Number: PWGSC ABC 090

Payment Products

Description: Information on the maintenance of records and the making of payments for certain national socio-economic programs and tax-based programs, and government administration, and provision to client departments of related financial and statistical information.

Topics: Old Age Security, Guaranteed Income Supplement; Canada Pension Plan; file maintenance on all of the above; Canadian Jobs Strategy; Veterans Affairs Pensions; War Veterans Allowance; agricultural subsidies; and government annuity payments; Child Tax Benefit, Income Tax refunds, Goods and Services Tax credits and refunds, and suppliers accounts.

Access: Access requests for individual payments should be directed to the program department concerned.

Format: Computer, Microfilm.

Program Record Number: PWGSC ABC 125

Pension Administration Products

Description: Information on the administration of public service employee pension plans, such as determination of eligibility to contribute, calculation of benefits, maintenance of records and web applications, issue of statements reports and instructions, for those pensions covered by the Public Service Superannuation Act and other retirement acts.

Topics: Superannuation payments for public service, Canadian Forces; Members of Parliament Retiring Allowance payments; Judges Pension payments; and file maintenance for Canadian Forces Superannuation, Members of Parliament Retiring Allowance, and Public Service Superannuation.

Access: Access requests for individual cheques or payments should be directed to the program/department concerned.

Format: Microfilm, magnetic tapes, database, hardcopy.

Program Record Number: PWGSC ABC 075

Personnel Information Products

Description: Information to assist client departments and agencies on personnel matters and processes.

Topics: Extracts from public service pay; information related to personnel functions including Leave, Classification, Pay and Benefits, Staffing, Exclusions, Access to Information, Entitlements

and Deductions, Workforce Adjustment and Second Language Evaluation. This information may be government-wide or department specific.

Format: Computer.

Program Record Number: PWGSC ABC 160

Public Money and Banking

Description: Information on arrangements by the Receiver General to establish bank accounts and facilities; establish government banking services; receive, transfer, hold, earn interest on, and make and control disbursements of public money.

Topics: Bank accounts and facilities; signing authorities; reports and statements on Receiver General balances; contracts for services; cheques issued, redeemed, and outstanding; and enquiries and investigations.

Access: Files arranged by Cheque Redemption Control Directorate; files associated with the cheque redemption and reconciliation process, and enquiries are organized by serial/cheque numbers. Access requests about individual payments should be directed to the program/department concerned.

Format: Machine readable records for bank facilities at headquarters. Cheque records and related machine readable records are at the Matane, Quebec office.

Program Record Number: PWGSC ABC 140

Acquisition Branch

Certification Programs for Products and Services

Description: Independent certification and qualification programs where products and services are assessed against performance and quality standards. These programs provide a voluntary and impartial mechanism for demonstrating the value of goods and services. Programs: online listings (Web), Standards Publishing Invoicing System (SPIS).

Topics: CGSB certification and qualification programs cover the following products and services: carpets and underlay, construction materials, medical products, office furniture, packaging, paints and coatings, protective clothing, security personnel, testing services (Laboratory Acceptance Program), toner cartridges.

Format: Word processor and computer.

Program Record Number: PWGSC ACQ 175

Contracting

Description: Information on the procurement of a specific product or service, up to and including the awarding of the contract for purchase, service or lease.

Topics: Description of requirement; sourcing (potential sources of supply); price availability; determination; bid solicitation; contract negotiations; and contract solicitation and award.

Access: Procurement database and Procurement History database. Files are arranged by contract, serial number, by subject, by company and by purchase order number.

Format: Word Processor, tapes, discs, microfiches and computer.

Program Record Number: PWGSC ACQ 185

Contract Administration

Description: Information on time, cost, performance conditions of the contract; expediting delivery; administering design changes and amendments; and ensuring quality and delivery. Also includes information on termination, settlement, audit, and security arrangements to secure the fulfillment of the contract.

Topics: Monitor time, cost, and performance; expediting and follow-up; design change or deviation; contract amendment; quality assurance; delivery, acceptance, and payment; termination and settlement; cost audit; and plant and personnel security.

Access: Files arranged by contract, company, department, and subject.

Format: Computer, disc, word processor, tapes and microfiches.

Program Record Number: PWGSC ACQ 190

Contracts Approval Process

Description: Procurement forms and supporting documentation requesting approval to enter into or amend a contract which exceeds Director General approval limits and ensures the proposed procurement and contract documentation adhere to policy and contract regulations.

Topics: Procurement plan, contracts request, contracts amendments request, amendment approval form, proposal, certifications (employment equity, Canadian content, etc.), cost-source of finds, price support, sole source justification (for non competitive requirements), basis of payments, bids, evaluation summary, legal opinion, financial opinion, quality assurance opinion, audit and evaluation, risk assessment.

Program Record Number: PWGSC ACQ 245

Methods of Supply

Description: Information on methods for satisfying customer product (and service) requirements in a manner which will result in the optimum product, resource, operating and contingent cost.

Topics: Make or buy (make is available within the public sector; buy is obtainable from the private

sector); facility evaluation, regional or central acquisition and distribution, lease or purchase; and consignment (arrangements under which goods are shipped for future sale or other purposes).

Format: Word processor and computer.

Program Record Number: PWGSC ACQ 010

Personnel Certification Program

Description: The CGSB is managing the Certification Program for the Federal Government Procurement and Materiel Management Community, which is a component of the government-wide Professional Development and Certification (PDC) Program administered by the Treasury Board of Canada Secretariat. Programs: Candidate Filing System (CFS), Standards Publishing Invoicing System (SPIS) and online listings (Web).

Topics: Procurement specialists can become a Certified Federal Specialist in Procurement (CFSP), and material management specialists, a Certified Federal Specialist in Material Management (CFSMM).

Format: Word processor and computer.

Program Record Number: PWGSC ACQ 176

Registration Management Services

Description: The CGSB assesses and registers management systems for conformance to various standards. The CGSB's independent and impartial assessment provides organizations with a clear, recognized process to increase and demonstrate quality. Programs: Quality Assurance Program System (QAPS) data base, online listings (Web) and Standards Publishing Invoicing System (SPIS).

Topics: Management systems registration: ISO 9001 (quality), ISO 14001 (environmental), OHSAS 18001 (occupational health and safety) and HACCP Advantage (food safety).

Format: Word processor and computer.

Program Record Number: PWGSC ACQ 205

Repair, Overhaul, Modification, and Maintenance

Description: Information on repair, overhaul, modification or maintenance in order to achieve the greatest utilization and least cost of the asset.

Topics: Specifications and quality assurance; make or buy; repair, overhaul, modification and maintenance cycle management; and regional distribution of work.

Access: Files arranged by contract, loan agreement number, and company.

Format: Computer documents, negatives and film, microfilm, photographs and brochures.

Program Record Number: PWGSC ACQ 200

Requirements Definition

Description: Information on the need for appropriate levels of value engineering and procurement planning, supported by goods cataloguing, clear specifications and appropriate quality assurance.

Topics: Need determination; value engineering (cost reduction technique); procurement planning, material identification; specifications and standards; quality assurance requirements; Statement of Requirement (time, cost, performance); estimates.

Format: Word processor and computer.

Program Record Number: PWGSC ACQ 180

Seized Properties

Description: Information on delivery of management and disposal services for seized, restrained and forfeited assets pursuant to criminal offences.

Topics: Appraisal, inspection, sale, destruction, towing, warehousing, repairs; management of rental agreements, business, various types of financial instruments such as but not limited to GIC, bank accounts, investments.

Program Record Number: PWGSC ACQ 215

Standards Development Services

Description: The CGSB offers a wide range of standards development services, including development of National Standards of Canada (NSC), CGSB standards, specifications and Government of Canada (GC) forms, and support for the development of International (ISO) Standards. Programs: Committee Membership System (CMS), Standards Publishing Invoicing System (SPIS) and SiteScape.

Topics: Standards in support of procurement, economic, regulatory, environmental and health and safety interests, covering a wide range of products and services: building and construction, business (office) equipment and supplies, communications and information technology, food, Government of Canada Forms, health care technology, paints, paper and paper products, personnel qualifications and competencies, protective clothing, societal security and emergency preparedness, textiles, transportation fuels, and transportation of dangerous goods.

Format: Word processor and computer.

Program Record Number: PWGSC ACQ 206

Shared Travel Services Initiative (STSI)

Description: Information on the first shared services initiative in the Government of Canada, and one of several non-legislated initiatives

related to the modernization of human resources management.

Topics: Travel, employee travel, shared travel, shared services, human resources modernization, expense management, business intelligence, information management, automated services, travel policy.

Access: Shared network drive.

Format: Electronic and paper records.

Program Record Number: PWGSC ACQ 220

Traffic Management

Description: Information on ensuring least-cost for shipping or movement of goods via one, or all six modes of transport (air, road, sea, pipeline, rail and off highway).

Topics: Shipping arrangements (inland and overseas); travel and removal services; and freight audit and cost analysis.

Format: Microfiche.

Program Record Number: PWGSC ACQ 210

Audit and Evaluation Branch (AEB)

Auditor General

Description: Documentation relating to subject matters addressed in the Auditor General's and the Commissioner of the Environment and Sustainable Development reports, and prepared in response to questions raised by the Auditor General and the Commissioner.

Topics: Auditor General reports; Commissioner of the Environment and Sustainable Development report.

Program Record Number: PWGSC AEB 235

Audit and Evaluation

Description: Completed audits and evaluations both approved and not approved due to special requests, on departmental programs and activities; the file includes terms of reference, assessments, methodology, analysis recommendations, action plans and follow-up; and the holding includes an annual audit and evaluation schedule.

Audits are conducted to provide an independent assessment of the efficiency and effectiveness of the department in the achievement of policy implementation, resource deployment, objectives and identifies areas where improvements are required.

Topics: Audit, evaluation, audit methodology, action plan, audit plan, evaluation plan.

Program Record Number: PWGSC AEB 265

Audit Services Canada (ASC)

Audit Services

Description: Information related to assignments conducted for public service clients.

Topics: Assurance, Accounting and Audit Services; Assurance and Audit Services: identifies, manages and meets the assurance, accounting and auditing needs of management in departments and agencies. Services include the internal audits, financial audits, reviews, verification and assurance engagements in areas of Risk Frameworks, Information Technology and Quality of Information. Cost Audit Services: provide professional audit opinions on the extent to which costs and profits paid to suppliers are fair, reasonable, measurable and in accordance with the terms and conditions of the contract; audit of government suppliers before, during and after the awarding of contracts, including major Crown projects. Contribution (Transfer of Payment) Audit Services: audit of the recipients of government funds to ensure that their claims are in accordance with the terms and conditions of the agreements. Compliance Audit Services: audit of organizations to ensure that they are complying with federal government statutes, policies and regulations.

Access: Files arranged by subject, assignment number, and client program number. Requests for access to report titles may be directed to PWGSC whereas requests for access to specific reports should be directed to the client departments concerned.

Format: Computer, audio and video tapes, disks, slides, and transparencies.

Program Record Number: PWGSC ASC 135

Consulting, Information and Shared Services Branch (CISSB)

Canada Gazette Directorate

Description: Publishes Parts I, II and III of the Canada Gazette, the official newspaper of the Government of Canada.

Topics: Official appointments and public notices from federal departments and agencies, proposed regulations, and miscellaneous notices from the private sector (Part I); enacted regulations (Part II); and recent public acts of Parliament (Part III).

Access: The official PDF version and alternate HTML format are available on-line at canadagazette.gc.ca and on the extranet at canadagazetteducanada.gc.ca. Subscriptions to the printed copy, published in 1841, can be purchased through Canadian Government

Publishing at publications.gc.ca. Copies can be viewed in libraries across Canada through the Depository Services Program.

Format: Printed copies and microforms.

Program Record Number: PWGSC CISSB 400

Corporate Planning and Evaluation

Description: The Program Records belong to the former Communication Canada. The documents are from September 1, 2001 to March 31, 2004. The holding contains information on the development and issue of strategic planning documents, which define the key priorities on which the department will focus on a medium to long term basis; information pertaining to various corporate studies and evaluations.

Topics: Corporate Planning, Business Plan, Report on Plans and Priorities, Departmental Performance Report, Performance Measurement, strategic directions.

Access: Computer files and hard copy classified by subject.

Program Record Number: PWGSC CISSB 410

Departmental Briefing Books

Description: The Program Records belong to the former Communication Canada. The documents are from September 1, 2001 to March 31, 2004. This information holding provides the Minister and senior management with an overview of the department and contains data on the history and organization of the department, including an introduction to the department, a description of each sector, identifies current issues and provides a financial management overview.

Topics: An introduction to the departments, a description of each sector, current issues and a financial management overview.

Access: Computer files and hard copy classified by date and subject.

Program Record Number: PWGSC CISSB 005

Executive and Corporate Services

Description: The Program Records belong to the former Communication Canada. The documents are from September 1, 2001 to March 31, 2004. The holding contains information on the development of departmental policies and positions, which conform to government wide policies and programs. These holdings include: memoranda to Cabinet and supporting documentation, Treasury Board submissions, concept papers and briefing material for senior management.

Topics: Government online and other issues arising periodically.

Access: computer files and hard copy classified by subject.

Program Record Number: PWGSC CISSB 425

Government of Canada Exhibitions Program

Description: Information regarding its Canada Pavilion and related exhibitions activities.

Topics: Any event in which the government is exhibiting with the Canada Pavilion coordination of departmental participation at events and coordination of departmental exhibitions plans.

Access: Information on each project coordinated by CISSB is stored in hard copy and computer files.

Format: Paper.

Program Record Number: PWGSC CISSB 430

Industrial Security Sector

Description: Information on security programs to protect national and international classified and other sensitive information related to government contracts and projects available to industry by government departments.

Topics: Agreement and exchanges (information between Canada and other Countries); industrial contracts; industrial facility security clearances or checks; industrial information protection; material and classified or other sensitive documents control; North Atlantic Treaty Organization security; industrial security training.

Access: Files are accessed by employees with a need to know from the Industrial Security Sector as well as Corporate Security and Information Technology Security directorates. Departmental Industrial Security Information System (DISIS).

Format: Automated system for industrial personnel security clearance or reliability status files on industrial personnel and Public Works and Government Services Canada employees. This system is the Personnel Screening Data Collection Automation System (PSDCA).

Program Record Number: PWGSC CISSB 105

International and Intergovernmental Cooperation

Description: Provides PWGSC with processes for participating in foreign visits and intergovernmental cooperation as part of knowledge sharing through exchange of best practices, and uses this information for project management and reporting purposes.

Topics: Planning Foreign Visits, Documentation and Reporting, Decision and Implementation Processes, Management Procedures, Logistics Preparation, Federal-Provincial-Territorial Activities.

Access: Files are arranged by activity, project and country.

Format: Paper working files.

Program Record Number: PWGSC CISSB 035

Public Opinion Research Services

Description: Information on public opinion research commissioned by government departments and agencies.

Topics: Current activities or events about which the government may be interested in conducting public opinion research, such as public health, the environment, government communications and security.

Access: Information on each project submitted to PORD is stored in hard copy and/or computer files. Public opinion research final reports are sent and deposited with Library and Archives Canada and the Library of Parliament.

Program Record Number: PWGSC CISSB 445

Publishing and Depository Services

Description: Information on and access to publications produced by Canadian federal government departments and agencies; information on the depository library community.

Topics: Federal publications, Depository libraries, Government Information sources.

Access: Bibliographic records accessible by author department, publication title, subject.

Format: The Depository Services Program's computer database called Government of Canada Publications database.

Program Record Number: PWGSC CISSB 420

Government Consulting Services

Description: Information related to assignments conducted for public service clients.

Topics: Organizational effectiveness, HR strategies and planning, program evaluation, performance measurement, governance, sustainable development, environmental management, financial management, risk management, decision support, IT and security management, project management, and knowledge, information and records management.

Access: Files are maintained on each project organized by project number.

Format: Electronic and paper files.

Program Record Number: PWGSC CISSB 135

Corporate Services, Policy and Communications Branch (CSPCB)

Cabinet and Treasury Board Submission Services

Description: Information on Cabinet activities, Treasury Board Submissions and summaries

of memoranda presented to various Cabinet committees.

Topics: Summaries of memoranda presented to Cabinet by various sponsoring departments on matters of national and international concern and Treasury Board Submissions.

Access: Computer files and hardcopies classified by Cabinet committee, and by year and memorandum number.

Format: Paper and computer files are held.

Program Record Number: PWGSC CSPCB 295

Communications Strategies

Description: Information on the planning and management of internal and external communication activities and services, as well as the writing, editing, design and production of communications products.

Topics: Communications plans, Doing Business publication, publications and creative services; audiovisual and exhibition services.

Format: Files, slides, photos, films, video cassettes, CD-Roms.

Program Record Number: PWGSC CSPCB 310

Corporate Planning

Description: Information on the development and issue of strategic planning documents, which define the key priorities on which the department will focus on a medium to long term basis, and information pertaining to various corporate studies.

Topics: Corporate Planning, Business Plan, Report on Plans and Priorities, Departmental Performance Report, performance measurement, strategic directions, Management Accountability Framework (MAF); and Program Activity Architecture (PAA).

Access: Electronic and hardcopy files classified by subject.

Program Record Number: PWGSC CSPCB 240

Corporate Policy

Description: Contains information on the development of departmental policies and positions which conform with government wide policies and programs. These holdings include: Memoranda to Cabinet and supporting documentation, research and position papers, minutes of internal and interdepartmental meetings and briefing material for senior management. Also contains information about appointment of Crown Corporations' Board of Directors within the Minister's portfolio.

Topics: Environment, aboriginal policy and agreements, federal real property, procurement, federal acts and regulations, international business

development, rural initiatives, and federal disability strategy.

Access: Hard copy files classified by subject, chronologically.

Format: Paper files.

Program Record Number: PWGSC CSPCB 280

Departmental Briefing Books

Description: This information holding provides the Minister and senior management with an overview of the department and contains data on the organization of the Department, including a description of the Department's programs, services and activities. It identifies current issues and provides a financial management overview.

Topics: Vision, roles and expectations, Departmental description and review of activities, calendar of activities, organization charts.

Program Record Number: PWGSC CSPCB 225

Media Relations

Description: Information on media and public relations, including press releases, press clippings, responses to questions from the media.

Topics: Listings of press releases, capsules, speeches and contract highlights.

Program Record Number: PWGSC CSPCB 315

Memoranda of Understanding

Description: Memoranda of Understanding that the Department has ratified with Branches within the Department, with other federal departments, agencies or Crown Corporations, or with provincial, territorial or foreign governments.

Topics: An agreement between interested parties establishing their respective rights and responsibilities regarding a project and serving as a basis for a future formal contract.

Access: Documents filed by control number.

Format: Hard copy and diskettes.

Program Record Number: PWGSC CSPCB 290

Ministerial Correspondence

Description: Correspondence signed by and for the Minister, Deputy Minister and Associate Deputy Minister for the public, other Ministers, MPs and governmental/private sector representatives. The Correspondence Control Manager (CCM), is designed to follow every step of the Minister, Deputy Minister, and Associate Deputy Minister's correspondence.

Topics: Management of Ministerial correspondence to the Minister, Deputy Minister and Associate Deputy Minister. Provides messenger services and mail distribution.

Access: Documents filed by control number. Procedures and guidelines available at PWGSC.gc.ca/es/text/mcu-e.html.

Format: All correspondence is scanned and originals are retained in the Ministerial Correspondence Directorate.

Program Record Number: PWGSC CSPCB 270

On-Line Services

Description: How to obtain on-line information about PWGSC programs, services, initiatives and publications.

Topics: Activity, event, contracts and General Information on PWGSC programs, services and initiatives of interest to Canadians and public servants.

Format: Electronic and paper.

Program Record Number: PWGSC CSPCB 440

Finance Branch

Billing

Description: Information on invoicing of client departments and non-government customers to secure payment for goods and services provided.

Topics: Revenue received, recoverable amounts, and invoice or contract.

Access: Files arranged by subject, department and contract number.

Program Record Number: PWGSC FIN 100

Financial Analysis

Description: Information on budgetary analysis and control; evaluation of vendor financial capability; financial analysis and the identification of various financing alternatives.

Topics: Budgetary analysis and control; evaluation of vendor financial capability; product resource, formulation of pricing strategies; and identification of financing alternatives.

Access: Files arranged by subject, project and company.

Format: Paper and electronic format.

Program Record Number: PWGSC FIN 095

Financial Information

Description: PWGSC departmental financial information.

Topics: It includes expenditure, revenue, supplier, customer, budget, forecast and various other financial information maintained by fiscal year for Central Agency reporting or internal operational requirements.

Access: Financial Management Reporting Systems (FMS/R) is the main financial database used by PWGSC and various reporting tools exist to extract the information at different levels.

Program Record Number: PWGSC FIN 030

Human Resources Branch (HRB)

Complaints – Official Languages

Description: This databank contains the complaints made under the Official Languages Act.

Topics: Interpretation of the Official Languages Act and regulations, linguistics rights and obligations and resolution of complaints related to official languages and support to section 41, minority associated to Official languages.

Access: Files arranged by name and number.

Format: A computerized databank records all complaints. Paper and electronic copies of complaints are kept in the Human Resources Planning Branch, HRS.

Program Record Number: PWGSC HRB 280

Personnel Management

Description: Information on personnel management policies, practices and procedures.

Topics: Classification; staffing; human resources; occupational health and safety; official languages; salaries and wages; employee relations; training and development.

Access: Files arranged by subject.

Format: Databases – Human Resources Management Systems (HRMS), Integrated Training System (ITS), Win Org and Leave Information Management System (LIMS). Paper copies are used as backup.

Program Record Number: PWGSC HRB 305

Information Technology Services Branch (ITSB)

Chief Information Officer

Description: Information related to the mandate and functions of the Chief Information Officer (CIO).

Note: GoL portion only.

Topics: Government On-Line; Public Key Infrastructure; Organizational Readiness; Communications; Departments and agencies.

Program Record Number: PWGSC CIO 040

Communications and Public Relations

Description: Information on communications plans and activities including Web Development.

Note: GoL portion only.

Topics: Communication; Government On-Line (GoL); Internet/intranet, procedures, publiservice, reports and statistics, and strategic plans.

Program Record Number: PWGSC CIO 125

CS Development Program (Non CS and CS-01)

Description: The CS Development Program (formerly known as the “CS Trainee Program”) is a special two-year apprenticeship program for post-secondary graduates, as well as current employees. Candidates who have completed the Program’s requirements are prepared to be appointed to as CS-02 level position.

Topics: Apprenticeship Program; CS-02 appointment without competition.

Access: Workforce Development Services.

Program Record Number: PWGSC CIO 045

Government Telecommunications Services

Description: Information on a full range of telecommunications facilities and services for federal departments and agencies, including shared and customized voice and data systems, Government of Canada telephone directories, and professional and advisory services.

Topics: Systems: data, dedicated, voice, shared, intercity network consolidation, teleconferencing; Coordination: guidelines and standards, interdepartmental coordination; Telecommunications projects, research, policy and planning.

Program Record Number: PWGSC ITSB 165

Infrastructure Architecture and Security Division

Description: Information on the Government of Canada Public Key Infrastructure, including progress across the federal government departments and working groups, and liaison with other levels of government and the private sector.

Note: GoL portion only.

Topics: Certification Policies; Committees-cross-certification and interoperability sub-committee (XCIS), Framework establishment and documentation sub-committee (FEDS), Policy and Legal sub-committee (PALS), Security domain architecture, Senior interdepartmental lead committee (SILC); Communications; Conferences and Trade Shows; Cross-certification; Electronic Authorization and Authentication; Electronic Commerce; Enterprise – Wide Entrust License; Information Management; Liaison-International-General, International Records Management Trust; Liaison-Provinces; Liaison with Companies, Firms, Associations; Liaison with Departments and Agencies – Social Development Canada (SDC),

Public Works and Government Services (PWGSC), Treasury Board Secretariat – policies; Meetings – Directory Management Authority (DMA), Electronic Services Delivery (ESD), Policy Management Authority (PMA) – new, advisory, executive committee; and Policy – Electronic service delivery. Policy Law; Projects – Pathfinders, Secure Messaging Pilot; Record and Archives Working Group Technology – General Technology – Directories, Standards, Vendors IT Security (ITS), IT Security Standards (ITSS); management trust Architecture and Infrastructure; Governance; Plans and Projects; Policy and Procedures; Standards-general, TBITS; Strategic IM/IT Infrastructure (SII); Administration; Financial monitoring; Governance; Guidelines; Project management; Architecture – Consultations, planning; SII Project Management Office (PMO), administration, ad hoc material, Business plan, IMIT collaborations, Committees and meetings, Communications, Information management, Funding, Governance; Liaison – Government On-line (GoL), Human resource (HR), Information technology security (ITS); Policies; Presentations; Research; Status Reports; Program management.

Topics: Architecture and Infrastructure; Governance; Plans and Projects; Policy and Procedures; Standards – general, TBITS; Strategic IM/IT Infrastructure (SII); Administration; Financial monitoring; Governance; Guidelines; Project monitoring; Architecture – Consultations, planning; SII Project Management Office (PMO), administration, ad hoc material, Business plan, CIOB tracking, IMIT collaborations, Committees and meetings, Communications, Information management, Funding, Governance; Liaison – Government On-line (GoL), Human resource (HR), Information technology security (ITS); Policies; Presentations; Research; Status Reports; Program management; Secure Channel; Strategies and Services; GE Net; Messaging Systems; Front Channel; Secure Channel; Infrastructure Pathfinder Projects; Treasury Board Information Technology Standards (TBITS); Electronic Forms; Public Service Reference Model; Enterprise Architecture; Technical Architecture; Grants and Contributions Business Architecture; Business Architecture; Electronic Supply Chain Business Architecture; Web Accessibility Architecture and Standards; Accessible Architecture; Web Accessibility Testing Services (WATS); Portal Architecture; Domain architecture Teams (DATS); and Architecture Principles; Core Architecture Team (CAT); Architecture Review Board (ARB); Secure Management Handling System (SMHS);

Federated Architecture Program 1.0 and 1.1; Federated Architecture Program 2.0; Results Chain Analysis; Architecture Maturity Methodology; Be-XML; Architecture Methods and Practices Interoperability; Architecture Artifacts; Secure Architecture; Network Architecture; Addressing Standards, Character Sets and Coding, Common Reference Data Definitions, Dbase, Directory, Electronic Data Interchange, Electronic Document Standards, Expert Systems Standards, Geomatics, Imaging Systems Standards, Information Systems Engineering, Information Technology Vocabulary, Integrated Services Digital Network, Keyboard Standard, Office Systems Standards, OSI Implementation Committee/Profile, Programming Languages and Operating Systems, Single Business Registration Number, Software Engineering, Software Quality Assurance, Telecom Wiring System, and Thesaurus Standards Working Groups.

Program Record Number: PWGSC CIO 030

Organizational Readiness Office

Description: Organizational Readiness Office (ORO) strategically supports initiatives by departments, agencies and communities to develop appropriate tools, business practices and approaches to help managers in the Information Technology, Information Management and Service Delivery communities ensure their workforces are ready for the challenges of delivering integrated, client centred services via multiple channels in the language of the citizen's choice.

Topics: Organizational Readiness Office; Awards and recognition program for Treasury Board Secretariat; Committees; Community renewal presentations; Community Renewal Website; Computer Systems (CS) Community; CS Bridging Program (CSBP); CS Technical Stream project; Communities of practice; competency-based HR management; competency profiles for IT; Demographics; IM/IT awareness for non IM/IT executives and managers; Government-On-Line (GoL); IM/IT Executive Development Program (EDP); IM/IT Management Development Program (MDP); IT Learning and Professional Development, Liaison/Partners, Management Reports/Updates; Position – Work descriptions for the IM/IT community; Presentations; Project Management (PM-PDP) Recruitment/Compensation for the IM/IT Community; Service community; Small departments project – IT survey; and Universal classification standards (UCS) for the IM/IT community.

Program Record Number: PWGSC CIO 070

Service Transformation

Description: Information on the GoL investment strategies, implementation and service transformation and integration, as well as gateways and clusters management.

Note: GoL portion only.

Topics: Service transformation.

Program Record Number: PWGSC CIO 002

Office of Greening Government Operations

Vendor Files

Description: General Information of the OGGO Business Unit accounts payables (A/P) and contracts for specific vendors by fiscal year.

Access: The vendor name and fiscal year are required to access records.

Format: Copies are paper records (originals are sent to Records Centre, Finance, Phase III 12A2).

Program Record Number: PWGSC OGGO 001

Project Files

Description: All project related information such as funding document, e-mail correspondence, reports, and quotations.

Access: The project number is required to access records.

Format: PBMS (Project Business Management System); paper record; e-mail or electronic files (on shared drive or user's account).

Program Record Number: PWGSC OGGO 002

Contract Files

Description: Larger contracts with multiple or progressive payments (A/Ps).

Access: The contract number is required to access records.

Format: Files contain paper copies of the A/P, contract and amendments.

Program Record Number: PWGSC OGGO 003

Office of the Senior ADM Departmental Transformation

Departmental Transformation

Description: General information on PWGSC's business transformation.

Topics: Correspondance, meetings, briefing notes.

Format: Paper and electronic.

Program Record Number: PWGSC DT 001

Investigation and Litigation Support Office (ILO)

Sponsorship and Advertising Activities Records

Description: Information, in records collections and databases, related to: The Government's

sponsorship program and advertising activities during the period January 1, 1994 to March 31, 2004. These records were brought together to allow the Department to respond to the information needs of the various inquiries and investigations established to respond to the Report of the Auditor General of Canada on the Government-Wide Audit of the Sponsorship Program, the Advertising Activities and the Management of Public Opinion Research dated November 2003. The inquiries and investigations include those conducted by: the Standing Committee on Public Accounts; the Commission of Inquiry into the Sponsorship Program and Advertising Activities; the Special Counsel for Financial Recovery; and the Royal Canadian Mounted Police and Sûreté du Québec. PWGSC records accumulated during the response phase beginning in February 2004 to the present.

Topics: Sponsorship, advertising activities.

Access: Hard copy and electronic files organized by: a) file/document inventory; and b) Classification system; Electronic database organized by contract number; PDF files accessible through full-text search.

Format: Paper, electronic (databases, images, full text, CD-ROMS) and others.

Program Record Number: PWGSC ILO 001

Real Property Branch

Asset Management

Description: Information on the programming operation, maintenance and general upkeep of assets including buildings owned and leased by the Crown and other special purpose assets.

Topics: Facilities management including property and facilities management agreements, open office landscaping, redecorating, horticulture, moving, parking, housing, and historical implications; and building operations including utilities, inspections, cleaning, elevators, eating facilities, garbage disposal and pest control.

Format: EDP systems, maps, plans, and photographs.

Program Record Number: PWGSC RPB 065

Buildings and Lands

Description: Information on the provision of real estate services to government departments and agencies.

Topics: Acquisition; appraisals; deeds and title documents; expropriations; easements; heritage properties; title claims; marine; Harbour Commission properties; breakwaters; wharves; offers of sites and buildings; sale of lands; transfer and zoning of land.

Format: Machine-readable records, microfiche, drawings, plans, maps.

Program Record Number: PWSGC RPB 045

Design and Construction

Description: Construction programs.

Topics: Construction and quality assurance; master construction specifications; consultants project control; cost planning and estimating; environmental analysis; landscaping and site development standards; project control systems; reports and unsolicited proposals; questionnaires; electrical, mechanical, marine and civil engineering.

Format: EDP systems, slides and film, brochures, microfilm, photographs.

Program Record Number: PWGSC RPB 025

Energy and Sustainable Development

Description: Information on PWGSC energy and sustainable development program.

Topics: Guidelines and standards; information exchange and cooperation; studies; building energy systems analysis; district heating and cooling; solid waste management; solar energy programs; geothermal energy and thermography strategies for greenhouse gas reductions; greening opportunities in buildings.

Format: Machine-readable records, photographs, cartographic records, microfilm videotapes, and disc storage.

Program Record Number: PWGSC RPB 055

Payments in Lieu of Taxes

Description: Information on payments to municipal, school, provincial, territorial and other taxing authorities in lieu of real property tax for a taxation year and in lieu of frontage or area tax in respect of federal property situated within the area in which the taxing authority has power to levy and collect real property tax or the frontage or area tax.

Topics: Payments to municipalities, taxing authorities, Payments in lieu of taxes Act, federal property, municipal services, real property tax, taxable property owner, evaluation, appraisals, Crown lands, federal programs and property assessment.

Access: Files are arranged by region with their taxing authorities in alpha-numeric order.

Format: Photographs (digital and hard copy) and electronic database.

Program Record Number: PWGSC RPB 115

Project Files

Description: Information on projects undertaken such as renovations, alterations, minor works and repairs to buildings, civil and marine structures, as

well as such work as dredging, landscaping and paving.

Topics: Planning and design; consultants; tendering and contract award; construction payments; claims; change orders; meetings; project scheduling; reports; shop drawings; testing; fine art; graphic images/records of prestigious projects such as Parliamentary Precinct; graphic records of real property asset facility management; and materials and equipment.

Format: Machine-readable records, microfilm, microfiche, maps, plans, photographs and specifications.

Program Record Number: PWGSC RPB 030

Property Development

Description: Information on federal land management.

Topics: Redevelopment strategies and inventory rationalization.

Format: Maps, plans, photographs.

Program Record Number: PWGSC RPB 150

Property Inventories

Description: (Law records) Inventories of properties owned or leased by the federal government and its agencies.

Topics: Inventories; Directory of Federal Real Property inventory; Public Works and Government Services Canada real property inventory.

Format: EDP systems, microfilm records, maps, survey plans, photographs, prints, and film.

Program Record Number: PWGSC RPB 060

Real Property

Description: Information on the provision of accommodation and related services to government departments and agencies.

Topics: Assignment and use of space; guidelines and standards; parking; charging; housing; lettings; space management; and planning.

Format: Machine-readable records, maps.

Program Record Number: PWGSC RPB 040

Research and Innovation

Description: Information on innovative products/systems/processes arising from research, demonstration and transfer activities applied to real property assets.

Topics: Properties and performance of new materials; laboratory and on-site testing results on the performance of building components; tools and methodologies for risk reduction due to hazards such as earthquake or fire; data and analysis of specialized structures such as Prince Edward Island bridge.

Format: Hard copy report, EDP systems, films, CDs, disc storage.

Program Record Number: PWGSC RPB 155

Signs and Plaques

Description: Information on the federal identity program and the design and development of standard signage.

Topics: Identification of buildings; national signage program and its implementation.

Access: Files arranged by topic.

Format: Computer disk and hard copy.

Program Record Number: PWGSC RPB 170

Specifications

Description: Specifications and Canadian government master specifications.

Topics: Specifications – architectural, structural, landscaping, food services, conveyor systems, mechanical, electrical and civil.

Format: Microfiche.

Program Record Number: PWGSC RPB 020

Surplus Properties

Description: Information on the disposition of properties or structures surplus to the needs of government departments and agencies.

Topics: Notice of excess Crown property; demolition; disposal; surplus properties and enquiries for real property.

Format: EDP systems and microfilm records.

Program Record Number: PWGSC RPB 085

Translation Bureau (TB)

Services

Description: Information on translation services, simultaneous interpretation, sign language service and other linguistic services, notably terminology, training and translation quality evaluation provided to government institutions.

Note: Database – Suppliers Information Management System (SIMS).

Topics: General; associations and organizations; bilingualism; conferences and seminars.

Program Record Number: PWGSC TB 220

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Administration and Management Services

Automated Document, Records and Information Management Systems

Business Continuity Plans

Hospitality

Human Resources

Information Technology Services

Physical Security

Proactive Disclosure

Relocation

Travel

Particular Personal Information Banks

Accounting, Banking and Compensation Branch

Claim for Payment on an Ex Gratia Basis

Description: This bank consists of information provided by individuals from the public, businesses and non-profit organizations who are making claims on a voluntary basis against the Government of Canada for losses and/or extraordinary expenses incurred during Summit activities. Claimants complete the Claim for Payment on an Ex Gratia Basis form. The data requested on this form includes: description of losses and/ or extraordinary expenses incurred during Summit, claimant name, contact details (address, phone and fax numbers), and claimant insurance details (insurance policy number, company, broker, details of insurance claim). Business and non-profit organizations must additionally provide their Goods and Services Tax Number (GST), Business Number (BN), Procurement Business Number (PBN), or Corporate Income Tax Number, and may also name staff and provide information submitted by their staff and volunteers to substantiate claims.

Class of Individuals: Commercial businesses and their employees, non-profit organizations and their employees and volunteers, and individuals of the public submitting claims.

Purpose: Information in this bank is collected to assess claim eligibility and issue payment by the federal government of Canada in accordance with the Financial Administration Act and TBS policies.

Consistent Uses: Information in this bank may also be used to advise claimants on the status of their claim, to track processing of claims, and to issue T4A receipts under the authority of the Income Tax Act. (Reference: PWGSC PPU 051.)

Retention and Disposal Standards: Records are retained for six years after last administrative use and then destroyed.

RDA Number: 98/005

Related PR#: PWGSC ABC 125

TBS Registration: 005255

Bank Number: PWGSC PPU 052

Direct Deposit Interface System

Description: This bank contains information on payment data received from various payment systems for the purpose of delivering payment data to financial institutions for deposit to a recipient's account. This bank contains recipients' Financial Institution Branch and Account numbers, the user cross-reference number used by the payment system to identify the payee and the payee's name.

Class of Individuals: Retired federal employees and members of the general public residing in the U.S. receiving a pension payment from the federal government via direct deposit.

Purpose: The purpose of this bank is to effect direct deposit payments.

Consistent Uses: The information in this bank is used to effect direct deposit payments and for reconciliation and inquiry purposes.

Retention and Disposal Standards: All payment data is purged from the Direct Deposit Interface System (DDIS) database 120 days after due date and saved on microfiche for an indefinite period of time. The payment tape to financial institutions is retained by CRCD in microfiche form for a period of six years in accordance with payment instrument regulations. The financial records have a retention period of six (6) years, whether they are electronic or paper and then destroyed.

RDA Number: 98/005

Related PR#: PWGSC ABC 075

TBS Registration: 002784

Bank Number: PWGSC PPU 040

PWGSCs T1204 Tombstone Information

Description: PWGSC supplier identifier: legal name of business entity or individual; address including postal code; business type, contractor (either individual, partnership or corporate); and one or more of the following Revenue Canada identifiers-SIN, Business numbers, GST/HST number.

Class of Individuals: Suppliers providing services to PWGSC. These suppliers are individuals or partnerships.

Purpose: The information described above is required to enable PWGSC to issue T1204 supplementary slips to its service contractors in accordance with the TB Information Bulletin of April 30, 1998.

Consistent Uses: This information will only be used to issue T1204 supplementary slips.

Retention and Disposal Standards: Minimum of six years from the end of the last taxation year to which it relates and then destroyed. The legal authority for retention/disposal of the information related to tax document i.e., T-4s comes from the Canadian Income Tax Act under article 230(4) and the same limitation is imposed by la Loi sur le Ministère du Revenu for Quebec.

RDA Number: 86/001, schedule 4.

Related PR#: PWGSC ACQ 185

TBS Registration: 004154

Bank Number: PWGSC PPU 051

Receiver General Buy Button (RBB) Credit Card Numbers

Description: This bank contains credit card numbers and corresponding expiry dates that individuals have voluntarily provided as customers purchasing goods and services from a federal government department or agency using the Receiver General Buy Button (RBB) to authorize payment. Also, this bank contains basic transaction information such as total purchase amount, department, transaction ID, and bank authorization number.

Class of Individuals: Members of the public who are customers purchasing goods and services from a federal government department or agency using the Receiver General Buy Button (RBB) to authorize payment.

Purpose: The credit card numbers and corresponding expiry dates are required from customers purchasing goods and services from a federal government department or agency to process authorization and settlement of payment by credit card. The remaining basic transaction information is required to include in a payment receipt displayed to the customer.

Consistent Uses: The information contained in the Bank will be used for the purpose of processing credit card payments and, therefore, partial disclosure to a third party payment service provider is required for the processing. The information (partially masked credit card number) will also be available to the originating selling department (only) in reports and online for administrative purposes (ie – refunds, reporting and reconciliation).

Retention and Disposal Standards: The data maintained in this Bank is retained for six (6) fiscal years after the fiscal year in which the transaction occurred (accounts receivable – revenue).

Data is subsequently disposed of, by means of destruction.

RDA Number: 99/004

Related PR#: PWGSC ABC 130

TBS Registration: 005380

Bank Number: PWGSC PPU 100

Standard Payment System

Description: This bank contains payment data received from various entitlement systems, financial institutions, program departments, the general public and Cheque Redemption Control Directorate. Information includes basic payment data (name and address of recipient, amount, date of issue, financial institution branch and account numbers, the user cross-reference number used by the payment system to identify the payee and the payee's name) plus the status of the payment at various points in the life cycle and control information. The bank may also contain stub information related to the calculation of the entitlement.

Class of Individuals: All members of the general public receiving payments from the Receiver General.

Purpose: The purpose of the information is to support the issue and post-issue processes required by the Receiver General payment function.

Consistent Uses: The data is used to effect payments, take follow-up action if cheques are lost, stolen or damaged, and respond to enquiries.

Retention and Disposal Standards: Stub information is deleted when the payment is cashed or canceled. Information on redeemed payments is retained on line for a period specified by the program department, on average four months following redemption. The data is then purged from the SPS database and transferred to tape, where it is retained for six years. The archived data is available online throughout that period. The financial records have a retention period of six (6) years after the last administrative action, whether they are electronic or paper and then destroyed.

RDA Number: 98/005

Related PR#: PWGSC ABC 125

TBS Registration: 003964

Bank Number: PWGSC PPU 085

Acquisitions Branch

Buyer Information

Description: This bank contains both personal and business information on potential sources for the sale of surplus Crown assets. The information held includes name, address, phone number,

company warehousing and distribution capabilities, lists of commodities of interest, payment records, bids offered, successful bids, credit ratings, performance ratings on period contracts, volume of surplus goods bought and sold.

Class of Individuals: Individual buying or bidding on surplus Crown assets or companies buying surplus Crown assets for the purpose of reselling it.

Purpose: To select buyers to solicit when selling surplus Crown assets; to provide trend analysis through historical statistics.

Consistent Uses: None.

Retention and Disposal Standards: Inactive records are kept for three years after the last administrative action is taken and then destroyed. Active records are amended as appropriate.

RDA Number: 84/009

Related PR#: PWGSC ACQ 185

TBS Registration: 003317

Bank Number: PWGSC PPU 026

Register of Suppliers

Description: This bank contains information on suppliers of materials and equipment. It contains names, addresses, commodities available from the supplier and details of previous departmental purchases, if any. Information in this bank is held at Headquarters and in regional offices.

Class of Individuals: Suppliers of materials and equipment.

Purpose: This bank is used to assist in the selection of suppliers.

Consistent Uses: None.

Retention and Disposal Standards: Information is maintained for two years after the last administrative action and then destroyed.

RDA Number: 78/001

Related PR#: PWGSC ACQ 185

TBS Registration: 000709

Bank Number: PWGSC PPU 071

Vendor Sourcing Records

Description: This bank contains business information such as financial data, indications of suppliers' manufacturing and distribution capabilities, lists of main products, equipment or services provided, and performance reports. It may also contain personal information such as names, addresses, commodities available from the supplier, details of previous departmental purchases, if any, personal histories and characteristics, education and performance of sole proprietors or partners.

Class of Individuals: Individual companies/suppliers who wish to do business with the Department.

Purpose: To identify potential suppliers.

Consistent Uses: None.

Retention and Disposal Standards: Five-year retention period after the last administrative action and then destroyed, for automated records; two years for manual records after the last administrative use and then destroyed.

RDA Number: 69/048

Related PR#: PWGSC SOS 185

TBS Registration: 001367

Bank Number: PWGSC PPU 005

Corporate Services, Policy and Communications Branch (CSPCB)

Information Disclosed to Investigative Bodies

Description: This information bank contains a copy of access requests pertaining to personal information on Treasury Board form 350-56E (Rev. 1993/02): "Request for Disclosure to Federal Investigative Bodies", forwarded by investigative bodies as listed in Schedule II of the Privacy Act to the Department of Public Works and Government Services Canada under paragraph 8(2)(e) of the same Act. These nationwide requests are made concerning individuals for the purpose of law enforcement. The bank contains requests from investigative bodies such as police forces for the purpose of complying with a subpoena or warrant issued or order made by a court under paragraph 8(2) a) and c) of the Act. The bank also contains the replies to such requests and gives particulars concerning information related to their processing.

Class of Individuals: Individuals involved in investigations under the Criminal Code, federal and provincial statutes and municipal by laws.

Purpose: The purpose of this bank is to document requests under paragraph 8(2)(e) of the Privacy Act.

Consistent Uses: This bank will allow for the auditing of the procedures utilized for the exchange of personal information with investigative bodies under paragraph 8(2)(e) of the Privacy Act.

Retention and Disposal Standards: Records are retained for two years after the last administrative action has been taken, after which the records are destroyed.

RDA Number: 98/005.

Related PR#: PWGSC CPI 300

TBS Registration: 001836

Bank Number: PWGSC PPU 035

Government Information Services Branch (GISB)

Citizen Information Initiative Mailing List

Description: This information bank contains the names and addresses that respondents provided to the Government Information Services Branch on postage-paid reply cards included in Your Guide to Government of Canada Programs and Services. This bank may also contain comments provided by Canadians who complete comment cards found in various Government of Canada publications.

Class of Individuals: The information relates to Canadians who indicated a copy of the guide in the mail and who indicated that they wished to be kept aware of GOC programs and services.

Purpose: To create and maintain mailing lists that will enable the Government Information Services Branch to keep people aware of GOC programs and services.

Consistent Uses: None.

Retention and Disposal Standards: The information will be retained for two years. Individuals who wish to have their names removed from the list can obtain it.

RDA Number: Under development.

Related PR#: PWGSC CSPCB 440

TBS Registration: 004230

Bank Number: PWGSC PPU 120

Controlled Goods Registry Information

Description: Established under the authority of the Defence Production Act (DPA). Controlled Goods Program requires all "persons" examining, possessing, or transferring controlled goods in Canada to be registered, excluded or exempted from registration. The Controlled Goods Regulations came into effect April 30, 2001. Controlled goods (listed in the Schedule to the DPA) include Group 2 (with some restrictions), Group 5 (item 5504) and Group 6 of the Export Control List made under section 3 of the Export and Import Permits Act. This bank contains information on applicants such as: registration number; type of Controlled Goods; biographical information such as surname, full given name(s), family name at birth, all other names used (nicknames), date of birth, and gender; information on criminal history such as conviction of a criminal offence in or outside of Canada for which a pardon has not been granted, the RCMP fingerprint form, description of the charges, name of police force and location, date of conviction; legal status of business, sole proprietorship, partnership, ownership;

designated official; business location(s); telephone number; expiry date; and, certification.

Class of Individuals: All "persons" who are in a position to lawfully examine, possess or transfer controlled goods in Canada. This includes visitors, temporary workers, sole proprietorships, partnerships and other business enterprises.

Purpose: To register and monitor all "persons" who are examining, possessing or transferring controlled goods.

Consistent Uses: To record information on all "persons" registered or exempted from registration (visitors and temporary workers) in the Departmental Industrial Security Information System (DISIS). This information is updated on a daily basis.

Retention and Disposal Standards: Reviewed and updated every five years.

RDA Number: Under development.

Related PR#: PWGSC CISSB 105

TBS Registration: 005093

Bank Number: PWGSC PPU 045

Industry Personnel Clearance and Reliability Records

Description: This bank contains personal history data, fingerprints, oath of secrecy, social insurance number, consent, briefing request and authorization and citizenship documentation (if applicable), certification of reliability, credit information as well as correspondence related to the security clearance or verification of reliability of industry personnel.

Class of Individuals: Canadian industry personnel.

Purpose: To record security clearance and verification of reliability data on applicable Canadian industry personnel.

Consistent Uses: None.

Retention and Disposal Standards: If not renewed, records are destroyed three to five years after date of security clearance or verification of reliability.

RDA Number: 79/018

Related PR#: PWGSC CISSB 105

TBS Registration: 001369

Bank Number: PWGSC PPU 015

Internet Services

Description: E-mail: This bank may contain the names, home/e-mail addresses, telephone/facsimile numbers and Internet provider addresses of individuals who have submitted solicited or unsolicited information to the Canada Site or GISB's Internet site using comment/question forms and by sending free-form e-mail to the site.

The bank includes responses to such comments/questions and any other information relevant to the processing of such comments/questions. Server Logs: It may also contain personal information captured, by the Canada Site's server (server logs) such as Internet Server Provider addresses, over the course of normal navigation through the site. User metrics for Site Enhancements: In order to optimize service to users through the Canada Site, information on site usage patterns may be collected through a Statistics Program or the About Canada application. Optional Services: Customization, E-mail Notification – Users who choose to participate in these services, will through the nature of this activity, have provided personal information so that the Government of Canada can provide them with personalized information. These databases contain usernames, passwords, email addresses.

Class of Individuals: Canadians and international public who have access to the Internet.

Purpose: This information is compiled in order to process the comments/questions received and to track the responses given. The information is made available to GISB personnel in order to provide a response to the inquiry, and for the purposes of improving service to our Website clientele. The information is also used to provide e-mail updates of new links added to the site, bookmark profiles, statistical analysis of usage of the site.

Consistent Uses: The information will be used by various members of GISB who are responsible for maintaining pages on the Department's Internet sites.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: PWGSC CISSB 440

TBS Registration: 005372

Bank Number: PWGSC PPU 115

Private Sector Resources

Description: Inventories of registered private sector resources; individuals and firms.

Class of Individuals: Individuals and firms of the private sector.

Purpose: The information is used in the registration process by which private sector resources seek consideration for assignment work with Consulting Services Canada.

Consistent Uses: No Consistent Uses have been identified at this time.

Retention and Disposal Standards: Records are retained for three years or until updated by the registrant, whichever comes first and then destroyed.

RDA Number: Under development.

Related PR#: PWGSC CISSB 135

TBS Registration: 001371

Bank Number: PWGSC PPU 025

Skills Inventory System

Description: The system provides information on the skill sets of registered private sector resources.

Class of Individuals: Individuals and firms in the private sector seeking consideration for assignments with Consulting Services Canada.

Purpose: To register Private Sector Resources, their skills, rates and availability.

Consistent Uses: For retrieving and sorting skills information.

Retention and Disposal Standards: Reviewed and updated every five years.

RDA Number: Under development

Related PR#: PWGSC CISSB 135

TBS Registration: 005018

Bank Number: PWGSC PPU 027

Information Technology Services Branch

Telephone Call – Detail Information

Description: This bank contains details of most commercial long-distance calls, and all Government Intercity Calling Service (GICS) calls placed from government telephones, which are provided as part of the GTIS Local Shared Services (LSS). It also includes details of all GICS calls made using government TeleCanada Card authorization codes.

Class of Individuals: Anyone who has access to an LSS telephone or a TeleCanada Card can place calls which will be recorded in this information bank. This includes employees and contractors of government departments, agencies and Crown Corporations specified in Schedules 1, 2 and 3 of the Financial Administration Act; Members, employees of Members, and employees of the House of Commons; and Senators, employees of Senators, and employees of the Senate.

Purpose: GTIS collects call-detail information only for purposes relevant to its legislative mandate, including the provision of information to customers to enable them to manage their operations and control their expenditures in an effective manner.

Consistent Uses: Call-detail information is used by GTIS to manage, control, forecast, plan and analyze the performance of GTIS-managed government networks. The information is provided to all GTIS customers or Authorized Customer Representatives to enable them to manage and control GICS usage, allocate costs internally,

and ensure that GICS-related services are used appropriately.

Retention and Disposal Standards: The information is retained for six (6) fiscal years after the fiscal year in which the transaction occurred, and then destroyed.

RDA Number: 99/004

Related PR#: PWGSC ITSB 165

TBS Registration: 003744

Bank Number: PWGSC PPU 050

Real Property Branch

Consultants' Inventory

Description: This bank contains information relating to firms and individuals specializing in architectural, engineering (A&E) and related disciplines associated with departmental activities whose services have been, are or may be commissioned by the Department. This bank contains names, addresses, personal qualifications, a record of previous commissions and experience, along with performance records.

Class of Individuals: Professional and paraprofessional consultants.

Purpose: This information is used to select consultants for projects administered by the Department.

Consistent Uses: To allow for the efficient selection of A&E consultants, the information is updated on an ongoing basis by architectural and engineering firms and their employees as required.

Retention and Disposal Standards: Information is updated continuously and is maintained for two years after removal from the inventory and then destroyed.

RDA Number: 97/005

Related PR#: PWGSC ACQ 185

TBS Registration: 000703

Bank Number: PWGSC PPU 041

Contractors' Index

Description: This bank contains information relating to contractors in a variety of trades including areas such as plumbing, electrical, moving, cleaning, snow removal and other trades relating to general property management. This bank contains names, addresses, telephone numbers, specializations, licenses held, previous government work, if any, and in some cases, performance reports.

Class of Individuals: General and trade contractors.

Purpose: This information is used pursuant to departmental procedures to contact and select contractors and service agencies for departmental projects.

Consistent Uses: The information is updated on an ongoing basis as required by suppliers and their employees.

Retention and Disposal Standards: The files are deleted from the bank after two years of inactivity.

RDA Number: 97/005

Related PR#: PWGSC ACQ 185

TBS Registration: 000698

Bank Number: PWGSC PPU 016

List of Landlords

Description: This bank contains information relating to existing landlords with whom the department has executed lease agreements. It contains names, addresses, commencements and expiry dates of leases and length of options (if any).

Class of Individuals: Landlords doing business with the Department of Public Works and Government Services Canada.

Purpose: Administration of the leasing contracts on behalf of the government.

Consistent Uses: The information is updated on an ongoing basis as required by the Department and their employees.

Retention and Disposal Standards: Information is retained for two years after last administrative use and then destroyed.

RDA Number: 79/008

Related PR#: PWGSC RPB 040

TBS Registration: 000696

Bank Number: PWGSC PPU 006

Personal Service Contracts

Description: This bank contains information relating to individuals under contract with the Department. It contains the contract, invoices, and payment records for these contractors. Information in this bank is held at Headquarters and in regional offices.

Class of Individuals: Individuals having contracts with the Department.

Purpose: Information in this bank is used to record and control payments to contracted individuals or firms.

Consistent Uses: None.

Retention and Disposal Standards: Information is maintained for six years after the last administrative use and then destroyed.

RDA Number: 99/004

Related PR#: PWGSC ACQ 185

TBS Registration: 000710

Bank Number: PWGSC PPU 075

Register of Land Surveyors

Description: Realty Services retains information relating to qualified land surveyors who can perform work for federal organizations. This includes names, addresses, personal qualifications and records of past performance, if any.

Class of Individuals: Land surveyors.

Purpose: Information is used for the selection of land surveyors.

Consistent Uses: None.

Retention and Disposal Standards: This bank is updated on a continuous basis with information supplied by land surveying contractors. It is maintained for three years following removal from the register.

RDA Number: 79/008

Related PR#: PWGSC RPB 045

TBS Registration: 000700

Bank Number: PWGSC PPU 070

Register of Real Property Appraisers

Description: PWGSC uses the Directory of Designated Members published annually by the Appraisal Institute of Canada and L'Ordre des évaluateurs agréés du Québec as its primary source lists of professional appraisers. These are supplemented with unsolicited expressions of interest submitted by appraisers seeking departmental contracts. The Department also keeps records of appraisers' performance on computer or project files.

Class of Individuals: Property appraisers.

Purpose: Information is used for the selection of property appraisers for projects administered by the Department.

Consistent Uses: The register of designated members is necessary to ensure that a complete, up-to-date, inventory of appraisers is available to the Valuation Program of the Valuation and PILT Programs Directorate to assist in the selection of property appraisers for projects administered by the Department.

Retention and Disposal Standards: This bank is updated on a continuous basis with information supplied by property appraisal firms, individual appraisers and departmental officials. This information is retained for three years following its removal from the register and then destroyed.

RDA Number: 79/008

Related PR#: PWGSC RPB 045

TBS Registration: 000701

Bank Number: PWGSC PPU 030

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests
Automated Document, Records, Information Management Systems
Business Continuity Planning (BCP)
Electronic Network Monitoring Logs
Executive Correspondence Management Systems
Hospitality
Internal Disclosure of Wrong Doing in the Work-Place
Personnel Security Screening
Relocation
Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes
Travel

Classes of Personal Information

Canadian Government Publications

This class of personal information contains information about individuals who have ordered Government of Canada publications from Canadian Government Publishing through the order desk or on-line. The information is used to process orders for Governments of Canada publications. Data includes names, addresses and customer numbers.

This class of personal information includes members of the general public, federal employees and individuals representing firms, libraries, schools (all levels), and health and community organizations who have ordered Canadian Government publications.

Client names and addresses are shared with our warehouse and distribution service provider in order to process orders, including mail-out.

Project Records

In carrying out its mandate, the Department generates and receives a large volume of information and correspondence related to work projects. These projects include property acquisition, disposal, expropriation and management; building, highway and marine construction, repair and demolition; dredging

services and fleet management; and the provision of associated research, development and consulting services.

Included in this material are often found the personal views and opinions of individuals; evaluations of contractors' and consultants' performance; financial information relating to the management of projects; and any other correspondence associated with specific projects. The retention periods associated with this class of personal information are controlled by the records schedules of the general subject files in which they are stored.

Project records are organized by location. Consequently, access to personal information in project records requires the individual to provide the location of a specific project as well as the nature of the project.

Manuals

- Access to Information and Privacy Directorate Desk Procedures
- Access to Information and Privacy Liaison Officer Handbook
- Bill Payment Service (BPS) Departmental User's Guide
- Canadian Forces Superannuation Manual for Pensions Office
- Compensation Focus
- Coordination of Access to Information Request System (CAIR) User Guide
- Customer Manual
- Delegation of Authorities Manual
- Environmental Management System
- Family Allowance Program Policy and Procedures Manual
- Federal Government Card Acceptance Departmental User's Guide
- Financial Management Framework
- Industrial Security Manual – <http://ciisd.gc.ca/ism/text/preface-e.html>
- Insurance Administration Manual
- OARES, Leasing – Leasing Activity Report
- OARES, Leasing – Framework and Processes for Leasing Real Property – PWGSC

- OARES, Leasing – Lease Documentation Package
- OARES, Leasing – Leasing Handbook on Lessee's Improvements
- OARES, Leasing – Letters of Award Policy
- OARES, Leasing – Recording of Data in the Facilities Inventory System (FIS)
- Office Accommodation and Real Estate Services (OARES), Leasing
- Operational Procedures Manual – Payroll Accounting Office (PAO)
- PWGSC CADD Standards
- Pay Office Procedures Manual (POP)
- Pay Policy and Procedures Manual
- Pension Support System Manual (PSS)
- Pension Benefit Division System User Guides (PBDS)
- Personnel Pay Input Manual (Manual and OnLine)
- Policy and Procedures for the Preparation of Standards
- Project Management Practice Standard
- RCMP Pay Procedures Manual
- Receiver General Manual/Directives and Bulletins
- Standard Acquisition Clauses and Conditions (SACC) Manual
- Standard Payment System (SPS) User Guide
- Superannuation Administration Manual
- Superannuation Procedures Manuals (Contributor and Annuitant)
- Superannuation Procedures Manual for Personnel Offices Serviced by Regional Pay Systems (PER)
- Superannuation Procedures Manual – Public Service Corporations (PSC)
- Superannuation Procedures Manual – Accounting
- Superannuation Procedures/The Production Control/File Locator System (PCFLS)
- Supply Manual

- Unit Security Officer Handbook
- United Way Campaigns: A Guide for Managers

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Communications Branch
Headquarters
Public Works and Government Services Canada
Place du Portage, Phase III
Gatineau, Quebec K1A 0S5

Mail: Ottawa, Ontario K1A 0S5

Telephone: 819-956-2315

Reading Room

In accordance with the Access to Information Act, an area on the premises of each of the institutions mentioned below has been designated as a reading room.

Access to Information and Privacy Directorate
Place du Portage, Phase III
11 Laurier Street, Room 5C1
Gatineau, Quebec

Departmental Library
Place du Portage, Phase III
11 Laurier Street, Room 1B2
Gatineau, Quebec

Quebec Port Authority

Chapter 150

General Information

Background

In 1805, the Canadian government established Trinity House, whose mission was to administer the port, issue licenses to the St. Lawrence pilots and even be responsible for tending buoys. In 1858, the Canadian government created the Quebec Harbour Commission to coordinate the development of maritime and harbour activities in Québec. Trinity House was disbanded in 1873 and management of the port was then transferred to the Quebec Harbour Commission in 1875. The government established the National Harbours Board in 1936, which included the major Canadian ports and dissolved the Harbour Commissions. The National Harbours Board was an agent of the Crown and controlled the business and service operations. This organization reported on its activities to Parliament through the Department of Transport.

Around 1983, the federal government reviewed the Canadian port management legislation and passed the Canada Ports Corporation Act. The Port of Quebec Corporation was established in 1984, as well as six other Local Port Corporations. This new legislative stage resulted in the incorporation of the major Canadian port entities and brought decision-making power back to a local level.

On May 1, 1999, following the passage of the Canada Marine Act, the Canada Ports Corporation was gradually wound up to make way for a national port system managed by Canadian Port Authorities (CPA). Thus, the Port of Quebec Corporation has now become the Quebec Port Authority, a non-profit federal agency.

Responsibilities

The mission of the Quebec Port Authority is to promote and develop the maritime industry, to serve the economic interests of the Quebec region and of Canada and to ensure its profitability while respecting and taking in consideration the community and the environment. The legal setting of the Canadian harbour administrations is translated by having more latitude in their development process and greater constraints notably when it comes to financing.

Legislation

- Canada Marine Act
- Port Authorities Management Regulations
- Port Authorities Operations Regulations

Organization

Board of Directors

The Quebec Port Authority is managed by a seven-member board of directors. The federal, provincial and municipal government each appoint one member. The other five members are named by the Quebec Port Users Committee and are appointed by the Minister. The board then elects a president and a vice-president from among its members.

Executive Committee

The Executive Committee administers the Code of Ethics, reviews the compensation of the board members, the Chief Executive Officer and other officers and makes recommendations to the board in this regard.

General Management

As the administrative head of the Authority, the President and Chief Executive Officer shall discharge the duties conferred on him by the Act, the Regulations, the Letters Patent and the by-laws.

As the person responsible of the institution, he is in charged a team of administrators formed of two Vice President: one in charged of operations and the other is in charged of finances and administration, as well as two Directors: one responsible for the cruise market and communications and the other is in charged of strategic planning and marketing.

Operations

This department is responsible for property management, legal affairs, engineering and environmental services, maintenance, harbour master's office, security services, the marina as well as the lock and records management.

Development

This department is under the responsibility of two Directors who are responsible of strategic planning, marketing, communications, public and corporate communications as well as port's tariffs.

Finance and Administration

The Finance department looks after general accounting, finance and cash flow, computer service, human resources and purchasing and supplies.

Information Holdings

Program Records

Communications

Description: Information services on the Quebec Port Authority for the public and the media.

Topics: Press releases; media relations; requests for information from the public and the media; public consultation.

Program Record Number: QPA COM 005

Operations

Description: Port facilities planning, design, construction and maintenance material.

Topics: Operations and maintenance; negotiations with tenants; plans; equipment; tenders; work orders; health and safety.

Program Record Number: QPA OPE 010

Marketing and Business Information

Description: Material concerning business plan, marketing plan and related studies as well as economic and business forecasts.

Topics: Research; studies; reports; cost analysis; statistics; forecasts; goods; advertisement requests.

Program Record Number: QPA MKT 020

Tariffs

Description: Documentation on the setting and revision of tariffs.

Topics: Wharfage, berthage and harbour dues; transit dues; passenger dues; notices.

Program Record Number: QPA TAR 025

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Buildings

Budgets

Classification of Positions

Employment and Staffing

Finance

Furniture and Furnishings

Lands

Official Languages

Pensions and Insurance

Personnel

Relocation

Staff Relations

Training and Development

Travel

Vehicles

Particular Personal Information Banks

Access Request Data

Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act.

Class of Individuals: General public.

Purpose: This bank processes access requests and reports the total number of request processed.

Consistent Uses: This bank is used to report on the administration of the Access to Information and Privacy Acts.

Retention and Disposal Standards: Records are retained for two years and then destroyed.

RDA Number: 95/005

Related PR#: APQ COM 005

TBS Registration: 004318

Bank Number: QPA PPU 005

Classes of Personal Information

In the course of conducting the programs and activities of the Corporation, categories of personal information may be accumulated which are not contained in the specific personal information banks describe above. Such personal information: requests for information, expressions of public support, offers of services and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

Manuals

- Quebec Port Authority Letters Patent
- Quebec Port Authority Operational Procedures

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to information Act and the Privacy Act.

Requests for further information about the Québec Port Authority may be directed to:

Quebec Port Authority
150 Dalhousie Street
P.O. Box 2268
Quebec, Quebec G1K 7P7

Telephone: 418-648-3640

Facsimile: 418-648-4186

Reading Room

In accordance with the Access to Information Act, an area on the premises of the Quebec Port Authority has been designated as a public reading room at the following address:

Quebec Port Authority
Reading Room 201
150 Dalhousie Street,
Quebec, Quebec

Ridley Terminals Inc.

Chapter 151

The annual update for this institution was not received for inclusion in the 2007–2008 version of this Info Source publication. The following is from the 2006–2007 version of Info Source.

General Information

Background

On December 18, 1981, Ridley Terminals Inc. was incorporated under the Canada Business Corporations Act as a joint undertaking between the federal government and a private firm. On July 31, 1991, the private firm sold all of its shares to Ports Canada. Ridley Terminals Inc. then became a wholly-owned subsidiary of Ports Canada until October 31, 2000. On November 1, 2000, Ports Canada was dissolved and Ridley Terminals Inc. became a parent Crown Corporation. The Minister of Transport is the responsible minister for Ridley Terminals Inc.

Responsibilities

Ridley Terminals Inc. (RTI) owns and operates a marine terminal on Ridley Island in Prince Rupert, B.C. Its train unloading and ship loading infrastructure and equipment are located on land leased from the Prince Rupert Port Authority. RTI plays an important role in supporting Canada's export coal business and is pursuing diversification into sulphur and other commodities.

Legislation

- Canada Marine Act

Organization

A Board of Directors guides the Company's operations. The President and Chief Operating Officer manages the day-to-day operations and reports to the Board. Managers who report to the President include the Chief Financial Officer and the coordinators responsible for human resources, mechanical work, electrical work and operations.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about Ridley Terminals Inc. and its various programs and functions may be directed to:

Access to Information and Privacy Coordinator
P.O. Bag 8000
Prince Rupert, British Columbia V8J 4H3

Telephone: 250-624-9511
Facsimile: 250-624-4990
Internet: www.rti.ca

Reading Room

In accordance with the Access to Information Act, the Ridley Terminals Inc. has designated a reading room located at:

Ridley Island Coal Terminal
Prince Rupert, British Columbia

Royal Canadian Mint

Chapter 152

General Information

Background

The Ottawa Mint was originally established in 1908 as a branch of the Royal Mint of London, England. On December 1, 1931, an Act of Parliament established the Royal Canadian Mint as a branch of the Department of Finance. On April 1, 1969, the Mint became a Crown Corporation and now reports to Parliament through the Minister of Transport, Infrastructure and Communities. It is a commercial enterprise whose business ventures extend throughout the world. The Mint is classified as a Schedule III-II Corporation under the Financial Administration Act, the category reserved for organizations which conduct commercial operations and are self-sufficient. The Mint owns two facilities. The Ottawa facility houses the corporate head office, the gold and silver refineries and production facilities for non-circulation coins and medals. The Winnipeg Plant, which includes a plating facility, produces all of Canada's circulation coins as well as circulation coins for numerous foreign countries.

Responsibilities

The Mint's primary purpose is to produce and arrange for the production and supply of coins of the currency of Canada. It also competes on the world market for contracts to produce circulating and numismatic coins and other devices such as trade dollars for foreign governments and private firms. The Mint also operates refineries to melt, assay and refine gold and silver and other metals.

Legislation

- Royal Canadian Mint Act

Organization

Office of the President and CEO of the Mint

The principal officer of the Mint is the President and CEO, who is also a member of the Board of Directors. The President and CEO is supported by the Chief Operating Officer of the Mint; the vice presidents of Corporate and Legal Affairs; Finance and Administration; Human Resources and Lean Enterprise; and Marketing and Communications; and the Director of Internal Audit.

Chief Operating Officer of the Mint

The Chief Operating Officer (COO) of the Mint manages the four business lines (Canadian Circulation, Numismatic, Foreign Circulation and Bullion and Refinery). The COO has the responsibility for the sale and the production of coinage, coinage blanks, medals, tokens, trade dollars and refinery services (gold and silver). The COO is also responsible for procurement of metal and packaging, and the corporate and advanced engineering functions and business transformation. Two plants operate under the COO. The Winnipeg Plant, which includes the Plating Facility, produces Canadian and foreign circulation coinage, tokens and trade dollars. The Ottawa Plant produces Canadian and foreign numismatic and bullion coins, and medals. In addition, the Ottawa Plant operates the Mint's two refineries, which refines precious metals for mines, jewellers, banks and other institutions, both Canadian and foreign.

This division is responsible for product development, pricing, advertising, and the sales and distribution of Royal Canadian Mint products and services in Canada and throughout the world. Products and services include domestic and foreign numismatic and circulation coinage, Maple Leaf bullion coins, gold refining and assay services, custom minting (e.g. medals, medallions, tokens, coin blanks, privy marks), and consulting services.

The division recommends marketing and sales strategies for existing and new markets in Canada and around the world. It develops advertising and promotional campaigns tailored for specific markets and sales channels, including direct marketing, which accounts for a significant portion of Canadian sales revenues. This division also plans and manages a customer-driven automated order-fulfilment and customer service operation and retail stores at each of its plants in Ottawa, Ontario and Winnipeg, Manitoba.

Corporate and Legal Affairs

This division, under the direction of the Vice-President who is also the General Counsel and Corporate Secretary, is responsible for providing legal counsel and advice with respect to all legal matters affecting the Corporation; the protective and environmental services, including the Health and Safety Program; responsible for Corporate

Planning, developing corporate policies; managing special projects in support of the Royal Canadian Mint's mission and goals; managing intellectual property rights, establishing and maintaining liaison with central agencies of government. The division also provides secretariat services to the Board of Directors of the Corporation and is responsible for matters with respect to the Access to Information and Privacy Acts.

Finance and Administration

This division, under the direction of the Vice-President who is also the Chief Financial Officer, is responsible for Finance, Treasury, Information Technology and Corporate Procurement functions, which includes all financial aspects of the Annual Corporate Planning process including pro-forma Financial statements, the Capital Plan and the Borrowing Plan, the Operating Budget, Business line support and analysis, reporting, receivable and payable management, corporate taxes, treasury management and financing, insurance and risk management, corporate travel program, the acquisition of goods, services and equipment, and for transportation, logistics, customers and duties, and records management.

Human Resources and Lean Enterprise

This division, under the direction of the Vice-President, is a strategic function, dealing primarily with both business human resources issues and daily operational activities. Its main responsibilities in terms of strategic partnerships is to provide guidance and advice to its clients in terms of human resources planning, training and professional development, recruitment and staffing, succession planning, rewards and recognition programs, performance appraisal program and the negotiation of collective agreements. With respect to daily operational activities, it is responsible for pay, benefits and other compensation practices, employee counselling, the employee assistance program, translation services, and quality systems and continuous improvement. The Lean Office is part of the Quality Systems departments at the Ottawa and Winnipeg facilities reporting to the Vice-President of Human Resources and Lean Enterprise. The function of this group is to provide internal consulting support to the business lines to eliminate waste that does not add value to the customer.

Internal Audit

Reporting to the Chair of the Royal Canadian Mint's Audit Committee, the Director of Internal Audit is responsible for managing the internal audit function within the Mint and ensuring the requirements of the Financial Administration Act, applicable to the Mint, are followed in this regard.

Marketing and Communications

The Marketing and Communications Division plays an integral role in achieving the Corporation's vision and mission.

The Division is the prime driver and custodian of the Mint's brand and corporate reputation. This includes bolstering the Mint's corporate image and reputation; positioning the Royal Canadian Mint in key industrial and global markets; collaborating with business lines to generate interest in products and services; ensuring that the brand experience for external stakeholders and customers is consistently reflective of the corporation's reputation for excellence; and communicating.

Under the direction of the Vice-President, the division is responsible for advertising, web communications and market research for the Mint and its four lines of business.

The division recommends marketing strategies for existing and new markets in Canada and around the world. It develops advertising and promotional campaigns tailored for specific markets and channels.

This division also develops and directs the Mint's corporate communications program, addressing both internal and external audiences. It provides strategic counsel to Senior Management on issues affecting the Mint. It informs the public on Mint programs using industry trade shows, education outreach, media relations and other channels to proactively communicate with and respond to the Mint's audiences and key customers. This division is also responsible for all media relations nationally and internationally, and assists in the promotion of the Mint's four business lines. Other responsibilities in this area are the production of corporate communications materials and management of public inquiries pertaining to corporate issues.

Information Holdings

Program Records

Advertising

Description: Television, newspaper and magazine advertisements; marketing and advertising firms used to advertise and promote Canadian circulation, numismatic and bullion coin programs worldwide.

Topics: Advertisements; cost comparisons; budget; brochures; posters; counter cards.

Program Record Number: RCM MRD 035

Assay

Description: Information on the testing of bullion, jewellery refined bullion, to determine the quality of precious metals present; analyses of chemicals and metals.

Topics: Precious metals; chemicals.

Program Record Number: RCM MAD 100

Canadian Circulating Coin

Description: Control and issue of Canadian circulating coin to banks on instruction from the Minister of Finance.

Topics: Order fulfilment and distribution; financial institutions; Winnipeg facility.

Program Record Number: RCM MAD 085

Circulating Coinage

Description: Information concerning changes in metal content and design of circulating coinage.

Topics: Changes in alloys and specifications, surveys and reports.

Program Record Number: RCM MAD 051

Coins

Description: Daily ledgers on the cutting and weighing of the blanks; striking and processing domestic and numismatic coins.

Topics: Melting; rolling; blanking; rimming; annealing; striking; examining; telling.

Program Record Number: RCM MAD 050

Communications

Description: Information on the administration of public affairs and relations; publicity both nationally and internationally.

Topics: Exhibits; fairs; films and slides; photographs; portable displays; press conferences; press releases; launches; annual reports; website; reports and surveys.

Program Record Number: RCM MRD 025

Design Engraving

Description: Information on methods and procedures used in the inscription or ornamentation of prints or designs upon hard surfaces to produce

models, master matrices and master punches which are later used in the striking of coins, medals, etc.

Topics: Badges; coins; dies; drawings; equipment; medals; metrication; symbols.

Program Record Number: RCM MAD 065

Direct Mail Orders Processing

Description: Records on the reception and processing of direct mail orders for Mint processes.

Topics: Orders fulfilment, distribution and verification of shipments.

Program Record Number: RCM MRD 031

Engineering

Description: Information on the design, construction and maintenance of machines and tooling implements; repairs and alterations of buildings; product specifications; plans and drawings.

Topics: Master tools; specifications and drawings.

Program Record Number: RCM MAD 060

Foreign Contracts

Description: Information on the procurement and fulfilment of contracts with foreign countries for the manufacture of their domestic coin and numismatic products.

Topics: Commemorative and domestic coins; special coin programs.

Program Record Number: RCM MRD 011

Intellectual Property Rights

Description: Copyright, trademark, industrial design, patent rights and registrations, studies, and surveys.

Topics: Patent rights and licences, permission to use copyright material; trademarks and official marks; industrial designs; counterfeit coins; defacement of coins; coin facsimiles; reports and surveys.

Program Record Number: RCM MRD 036

Maple Leaf Bullion Coins

Description: Information on the manufacture of the Maple Leaf bullion and the promotion of this special program.

Topics: Advertising; marketing; production; retailing; sales.

Program Record Number: RCM MRD 015

Medals, Tokens and Other Devices

Description: Information on contracts for the manufacture of medals, trade dollars, tokens and other devices.

Topics: Medals; medallions; trade dollars; tokens; jewellery; plaques; paperweights.

Program Record Number: RCM MRD 037

Metals and Alloys Research

Description: Information on the use of metals, precious metals, and alloys in the production of Mint products; updates on new alloys and their possible applications to Mint products.

Topics: Alloys, metals and precious metals; coin composition.

Program Record Number: RCM MAD 045

Precious Metals

Description: Information on the procedures for receiving and processing precious metal bullion and coordinating bullion transactions between the Mint and mines, jewellers and manufacturers.

Topics: Gold, platinum and silver receiving; fine gold, platinum and silver storage; shipping of fine products.

Program Record Number: RCM MAD 075

Quality Assurance

Description: Information concerning quality standards of Mint products; metals stress testing for quality of production supplies and materials.

Topics: Numismatic products; precious metals, metals, and metal alloys; blanks; dies; tooling.

Program Record Number: RCM MAD 095

Refinery Sales

Description: Information on negotiations with Canadian and foreign mines and precious metals dealers for contracts for the Royal Canadian Mint refining services.

Topics: Gold and silver bullion; gold bars; granulated gold and silver.

Program Record Number: RCM MRD 020

Refinery Services

Description: Information concerning the receipt, weighing, and refining of precious metal bullion, scrap jewellery, placer deposits, and fused metals; accumulation and sale of sweeps.

Topics: Precious metals; analysis.

Program Record Number: RCM MAD 105

Research and Development

Description: Research reports on present and future markets for Mint products and services.

Topics: Studies; reports; surveys.

Program Record Number: RCM MRD 006

Technical Services

Description: Information relating to repairs and maintenance of machinery and equipment, utilities, building renovations and maintenance, and the manufacture of dies and tooling used in the minting processes.

Topics: Trades such as carpentry, blacksmithing, electrical, plumbing, tool and die making.

Program Record Number: RCM MAD 061

Vault and Shipping

Description: Inventories and control of issue of finished numismatic coins and coin sets; assembling, packaging, and shipping of numismatic products.

Topics: Inventories, numismatic products.

Program Record Number: RCM MAD 080

Worn and Mutilated Coin

Description: Shipments of fused and mutilated coin received from banks.

Topics: Worn and mutilated coins; financial institutions.

Program Record Number: RCM MAD 090

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel
Utilities
Vehicles

Particular Personal Information Banks

Customer Service Centre - Computerized Mail Master

Description: Information in these files includes the original order, customer name and address, language, product and quantity ordered, amount and method of payment, payment identification number, address and method employed for shipping.

Class of Individuals: This bank may be accessed by any one of the following identifiers: customer name, customer number, or postal code.

Purpose: The purpose of this bank is to maintain a list of direct mail customers for Royal Canadian Mint numismatic products.

Consistent Uses: This information is utilized for name, address, and order status information required in the order fulfilment process and to answer enquiries from customers concerning their particular order. It is also used to comprise a list of purchasers of coins for future solicitation through a direct mail campaign.

Retention and Disposal Standards: Records are destroyed after seven years.

RDA Number: RCM 2000/027

Related PR#: RCM MRD 031

TBS Registration: 003365

Bank Number: RCM PPU 015

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests
Executive Correspondence Management Systems
Internal Disclosure of Wrong Doing in the Work-Place
Personnel Security Screening
Security Video Surveillance and Temporary Visitor
Access Control Logs and Building Passes

Manuals

- Corporate Policies Manual
- Procedures Manual - Administration and Finance, Volumes I and II (1985)
- Procedures Manual - Accounting, Volumes I and II (2000)
- Quality Management Systems Manual (ISO 9001:2000)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Royal Canadian Mint under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Royal Canadian Mint.

Requests for further information about the Royal Canadian Mint and its various programs and functions may be directed to:

Communications
Royal Canadian Mint
320 Sussex Drive
Ottawa, Ontario K1A 0G8
Telephone: 613-991-5342

Reading Room

By appointment only. Please call 613-993-2711.

The Royal Canadian Mint public reading rooms are situated at the following addresses:

Ottawa
320 Sussex Drive
Ottawa, Ontario

Winnipeg
520 Lagimodière Boulevard
Winnipeg, Manitoba

Royal Canadian Mounted Police

Chapter 153

General Information

Background

The Royal Canadian Mounted Police was formed in 1873, under an Act of Parliament.

Responsibilities

The Royal Canadian Mounted Police enforces laws throughout Canada made by or under the authority of Parliament. Administration of justice within the provinces, including enforcement of the Criminal Code, is the responsibility of provincial governments. The RCMP has contract agreements with the three territories and all provinces, except Ontario and Quebec, to enforce criminal, territorial and provincial laws, pursuant to section 20 of the RCMP Act.

Legislation

- Royal Canadian Mounted Police Act

Organization

The authority and accountability for executing the requirements of the RCMP Act rest with the Commissioner who reports to the Ministry of the Public Safety and Emergency Preparedness Canada. The Commissioner is supported by four regional Deputy Commissioners, and three Deputy Commissioner at the National Headquarters responsible for Operations, Corporate Management and Comptrollership, and Strategic Direction as well as an Assistant Commissioner responsible for National Police Services. The Commissioner also has a Chief Information Officer, a Chief Human Resources Officer and an Ethics Advisor who reports directly to him.

In addition, there are 14 divisional Commanding Officers and a Commanding Officer Depot Division (the RCMP training facilities in Regina, Saskatchewan) and 17 program directors at National Headquarters in Ottawa, Ontario.

The RCMP is divided into divisions, each division being roughly responsible for a province or territory. These divisions are alphabetically designated and each is further divided into subdivisions and detachments.

Specialized support is offered to the operational divisions by Air, Marine, Forensic Science and Identification Services. The RCMP Academy located in Regina, Saskatchewan, is responsible for recruit training. The RCMP Musical Ride is located in Ottawa and is administered by headquarters. Additionally, the RCMP is responsible for the administration of the Canadian Police College, located in Ottawa. The Canadian Police Information Center (CPIC), a computer-based police information system, is also based at and administered by RCMP Headquarters in Ottawa. The CPIC system is an advanced computerized information storage and retrieval facility, designed for the use of participating Canadian law enforcement agencies. The CPIC acts as a central repository of operational data that is contributed to and maintained by participating Canadian law enforcement agencies. RCMP records entered into the system are identified in their respective Bank of Personal Information. The participating Canadian law enforcement agencies are entirely responsible for the accuracy and immediacy of the data which they supply and maintain within the CPIC system. Records entered into the CPIC system by participating Canadian law enforcement agencies must be supported by documented reports held by the originator. The originating agency is the only one entitled or enabled to alter their records in the system.

Corporate Management and Comptrollership

Corporate Management and Comptrollership (CM&C) provides the corporate leadership for the management of a comprehensive and diverse range of RCMP-wide services in the areas of finance, asset and facility management, procurement and contracting. Through the development of frameworks, strategies, policies, and systems, and the provision of services and advice, CM&C supports the RCMP in achieving its mission, mandate and strategic priorities. As the guardian of the RCMP's financial and administrative integrity and viability, CM&C is the focal point for ensuring the sound and rigorous stewardship of all resources, for supporting the Commissioner's direction that the RCMP will be a good steward of the public trust and the public purse. CM&C also promotes the concept, principles and practices of the Government of Canada's approach to Modern Comptrollership, to meet accepted standards of accountability, stewardship,

results and value-based management, increased transparency and responsiveness, risk management, renewed control systems, and sustainable development.

Strategic Policy and Planning Branch

The Strategic Policy and Planning Branch service objective is to: (i) develop and implement an overall RCMP policy framework for the assessment of and participation in public policy processes and debates affecting law enforcement; (ii) leading and facilitating the building of policy and policy research capacity; (iii) undertaking analysis of emerging trends and conditions affecting policing and law enforcement and facilitating an impact analysis process in support of establishing overarching strategic direction for the RCMP; (iv) the development and recommendation of options in response to future challenges, including facilitating the development of strategic frameworks and priorities; (v) leadership and support for the development of organizational planning processes and cycles, including appropriate linkages to and accountability instruments with federal and contract partners (vi) the development of and ongoing support to a performance management process and infrastructure, including the development and implementation of surveys; and (vii) leadership for information exchanges, strategic consultation and engagement and support for partnership arrangements, including MOUs, in the RCMP.

Human Resources Activity

The Human Resources Activity encompasses the organization and management of the Department's human resources. It maintains an internal administrative policy function and service in relation to learning, staffing and personnel, health, materiel, language and organizational issues. These issues pertain to members of the RCMP as well as Public Service Employees employed by the organization. In addition, the Human resources Activity is responsible for the management of property, material, transport and food related services. In addition, the Human resources Activity is responsible for the management of property, material, transport and food related services.

Health Services

This program administers all health related assessment and treatment services to regular members of the RCMP and establishes health programs and standards for employment. It also manages research projects for the development of

psychological services, fitness/lifestyle programs. The Sub-Activity also maintains the medical records of members to ensure confidentiality.

Occupational Health and Safety

This program is responsible for ensuring the implementation of the minimum occupational health and safety requirements in all RCMP workplaces as stated in Part II of the Canada Labour Code. The Occupational Health and Safety Program assist managers and employees with occupational health and safety risk management, i.e., recognizing, assessing and eliminating or reducing work-related hazards. The expected end-result is overall improvement of work conditions, a reduction of work-related injuries and illnesses and related costs.

Learning and Development

The Employee Continuous Development Process fosters a continuous learning culture within the RCMP. It ensures RCMP employees have access to modern, cost effective learning/training opportunities consistent with the competencies required to deliver quality service to internal and external clients, to adapt and respond to diverse changing needs, and contribute to the evolution of the RCMP.

International Training Services

This program is a business line of the RCMP Chief Learning and Development Officer, Learning and Development Branch. The unit is mandated under Ministerial Directive D-81-1: Police Training Assistance Program to provide learning/training, consultative and investigative assistance to foreign countries. The program directly supports the RCMP International Liaison Program and is an effective vehicle to advance the RCMP international policing priorities and Government of Canada foreign policy.

Executive/Officer Development and Resourcing

This program provides a centralized staff support service to the Commissioner for the appointment, promotion, training, succession/career planning of the Regular Member officers (Inspectors to Deputy Commissioners), Civilian Members of officer equivalency and RCMP Public Service Executive.

Human Resources Sector (RCMP)

This program provides RCMP management with a number of diverse services to assist

in management of the department's human resources. The Sub-Activity includes the following initiatives: Multiculturalism, Staffing and Personnel, Recruiting, Official Languages, Professional Standards and External Review, Compensation, Classification, Honours and Recognition, Human Rights, employment equity.

This program is responsible for the planning, design and implementation of an integrated human resource management program for Public Service Employees within the RCMP. This Sub-Activity is comprised of the following: Classification, Staffing, Staff Relations and Compensation, and Human Resources Planning and Development.

Official Language Directorate

The Official Languages Directorate provides strategic orientation and coordination in support of the official languages program in the regions and divisions.

Under the Official Languages Act, the mandate of the Directorate covers service to the public, language of work, and the equitable participation of English-speaking and French-speaking Canadians in the RCMP.

To carry out its responsibilities for the program, the Directorate develops and communicates policies and initiatives related to official languages and provide interpretations and support to managers and employees as required. Finally, the Directorate monitors the effective implementation of the Official Languages Program in the regions and divisions; and prepares the Commissioner's Annual Report to Treasury Board.

National Police Services Activity

The National Police Services (NPS) activity provides networked place information and information systems technologies and delivers investigative, scientific, technical and educational support serves to partners within the Canadian Police and justice environments.

Canadian Police College

The Canadian Police College is recognized across Canada and internationally as a centre of police learning excellence. The CPC's core clientele are the entire group of 60,000 police officers in Canada, and by extension the provinces, cities and towns they serve. The CPC delivers advanced and specialized investigative training which focuses on multi-jurisdictional and organized crime to this clientele. It also provides leading-edge management

and leadership training for senior police and law enforcement officials. Participants on CPC courses come from across the country, creating de facto national standards and communities of practice in the various operational subject matter areas.

In addition, the CPC attracts a number of course participants from the police services of other countries, which serves to enhance and broaden the experience of Canadian participants on CPC courses. As a final point, the CPC houses the RCMP departmental library, which also serves the national and international police community.

Criminal Intelligence Service Canada

CISC unites Canada's criminal intelligence community to more effectively and efficiently assess the threat of organized and other serious crime, with the goal of developing strategies to make Canadian communities safer. CISC is the "voice of criminal intelligence" for the entire national law enforcement community representing member agencies at the municipal, provincial and federal government levels. Through its national network, CISC produces strategic intelligence products that are timely and relevant to Canada's law enforcement community for making decisions and setting priorities related to organized crime. The basis for these products is the criminal intelligence/information from member agencies collected, stored and shared via the Automated Criminal Intelligence Information System (ACIIS), the national criminal intelligence database which is available to the law enforcement community.

Forensic Science and Identification Services

This service line manages several sub activities. The Forensic Laboratory Services branch of Investigation and Enforcement Support directorate (I&ES) in conjunction with Biology Services directorate provide scientific and technical assistance to the Canadian Criminal justice system. Physical evidence acquired during the course of investigations is examined by scientists, to provide information of evidential significance. Within I&E, the Forensic Identification Services branch coordinates national RCMP forensic identification policy, program management, quality assurance and delivery of highly specialized crime scene examination support, including forensic photographic services. This branch also facilitates exhibit submissions through case receipt units. These directorates also provide a consultative service to other government departments, and an assistance role to other countries in relation to the

transfer of expertise through training, examinations of exhibit materials and testimony within their judicial systems. The National Services and Research directorate co-ordinates the development of scientific and technical research projects of a forensic science nature. The Firearms and Support Services directorate, through the Firearms Reference Table, National Weapons Enforcement Support Team and the Canadian Integrated Ballistics Identification Network, supports front line police agencies in gathering evidence to assist them to successfully prosecute persons involved in the illegal movements and criminal use of firearms. The Canadian Criminal RealTime Identification Services (CCRTIS) directorate manages the Central Repository of Criminal Fingerprints and Criminal Record Information. It provides information and services to the entire Canadian police community, the judicial system, other federal international police communities and the public at large. The Biometric Services directorate maintains the National DNA Data Bank, which was established by the DNA Identification Act, on behalf of the Commissioner.

The Chief Information Officer (CIO) Sector

The IM/IT program is critical to the RCMP's mandated and strategic priority of ensuring safe homes and safe communities. The IM/IT function for the RCMP is governed by the Chief Information Officer (CIO), who is responsible for ensuring that client-centred services are developed and managed in the organization. The CIO's role is to create and maintain an organization that is business-driven, quality conscious and carefully managed within its fiscal, human resource and IM/IT frameworks.

The corporate IM/IT program deals with the development and management of all aspects of information and computer technology that support the business requirements of the RCMP. This includes all hardware, software, application systems and programs, as well as all stored information. It also incorporates the convergence of telecommunications and radio communications' services that RCMP officers require across Canada. Finally, the IM/IT program supports the full life cycle of both equipment and information and includes management practices that enable and aid in the legislated and sound usage of this information.

Information management provides for the maintenance, development and dissemination of

applicable policies regarding recorded information, the management of archives, national forms policy and the editing, production and distribution of manuals, directives and bulletins. Information Technology includes all aspects of communication system standards and design, application development and operation of the central host mainframe and network systems, including the Canadian Police Information Centre (CPIC), the Police Reporting Occurrence System (PROS), as well as other operational, administrative and management support applications that are used on a national basis.

The objective is to provide a comprehensive national policy and program for the management of information resources, associated computer technologies and telecommunications infrastructure. Together these serve the needs of RCMP operational police officers, support and administrative staff, system users and others working in the law enforcement community.

Technical Operations

Technical Operations (TO) primary focus is in the development of technical tools and systems to assist front line law enforcement personnel in the RCMP in their investigative duties. Research and technical support is conducted for lawful access techniques and systems, which includes CenCIS, covert entry, and computer search and seizure and forensic analysis. Further services are provided in the area Behavioural Science-based investigative and the response to counter criminal and terrorist acts primarily in the field of explosives agents. TO provide technical services in the area of physical security systems, including armoured vehicles, for the protection of IPP. The Departmental Security Program and the Air Services Program for the RCMP is also managed within TO. TO also assumes responsibility in providing Lead Agency and counter technical services in support of the Government Security Policy.

Operations Activity

The Operations Activity manages all planning and policy aspects of law enforcement programs in support of federal, provincial and municipal government requirements. Assistance and cooperation is provided to accredited police agencies as well as to the general public. It is also the focal point, on a nation-wide basis, for the coordination and evaluation of criminal operations and criminal intelligence gathering. It encompasses the protective policing functions of the RCMP

which includes providing security for designated government dignitaries; government property; internationally protected persons and their residences; and major events. It is responsible for coordinating security for VIP visits, security inspections and surveys of physical installations and providing of consultations for officials regarding security requirements.

Operational Readiness and Response Coordination Centre (ORRCC)

The Operational Readiness and Response Coordination Centre (ORRCC) provides national leadership, guidance and support and a single point of contact for all elements of the RCMP that share responsibility for managing emergencies. This includes Emergency Operations Planning, Business Continuity, and the National Operations Centre. ORRCC leverages police operations by building on existing programs, and promoting an integrated and harmonized approach to incidents that exceed local resources or require a specialized and coordinated national response.

Community, Contract and Aboriginal Policing Services (CCAPS)

This business line is responsible for managing the Contract Policing (Provincial/Territorial/Municipal and Aboriginal policing) business line, and provides leadership and support to Operations in the delivery of policing services. Under contractual agreements, the RCMP provides policing services to all provinces and territories except Ontario and Quebec as well as municipalities that have negotiated an agreement with the Government of Canada, a limited number of airports and a number of First Nation Communities through Tripartite Agreements. CCAPS contains numerous policy centres that support Operations through the development and implementation of standardized policies, equipment and plans for their respective domains. Some of these areas include day to day contract policing operations, critical incidents, and traffic services. CCAPS is also responsible for overseeing community policing, including National Community Services, National Youth Services and National Aboriginal Policing Services, who initiate, develop and evaluate a practical and culturally competent policing program for all Canadians.

Criminal Intelligence

The mission of the Criminal Intelligence Program (CI) is to provide a national program in support of criminal investigations and operational planning

and preparedness to detect and prevent serious and organized crime as well as protect Canadians from current and emerging criminal activities. CI supports all levels of policing in which the RCMP is involved: municipal, provincial, federal, and international.

National Security Criminal Investigations (NSCI)

NSCI provides a national program for the management of national security criminal intelligence and operations that will permit the RCMP to detect, prevent, and disrupt criminal activity having a national security dimension domestically or internationally, as it affects Canada.

Departmental Security

This program is responsible for developing, monitoring and coordinating the implementation of internal security policies relative to the security clearance of RCMP employees, properties and information systems.

Protective Policing

The mandate of Protective Policing is to provide security and ensure the safety of Canadian dignitaries, Internationally Protected Persons (IPP), Major Events and selected Canadian air carrier flights. The business line is comprised of the following branches:

Canadian Air Carrier Protective Program

The CACPP ensures the protection of Canadians and Canadian interests, at home and abroad, through the strategic placement of highly specialized, covert operatives known as Aircraft Protection Officers (APO) whose mandate is to prevent the aircraft from being taken over by any unauthorized person(s) and to gather information on any criminal or terrorist activity within the civil aviation environment.

Management Services

The Management Services branch provides strategic, administrative, financial, human resources, training, and material management services in support of the Protective Policing business line. Strategic Services provided by the branch include guidance on planning, performance management and reporting, environmental scanning, communications, and other strategic advice. Administrative and financial services are provided through budgetary analysis and management for Protective Policing across

Canada, as well as personnel administration in the NCR.

Prime Minister's Protection Detail

In 1988 the Prime Minister's Protection Detail (PMPD) was established. PMPD provides twenty-four hour personal security to the Prime Minister and his family in Canada and abroad, and protects the official residences. When the Prime Minister travels abroad, PMPD ensures that the security measures provided by the host country meet Canadian standards.

Protective Operations

Prot Ops NCR provides site security services to the Governor General, Ministers of the Crown, Supreme and Federal Court judges, the Diplomatic Community in the National Capital Region and others designated by the Minister of Public Safety as requiring protection. The branch is also responsible for the protection of federal properties such as Parliament Hill, Supreme Court and Rideau Hall.

Major Events and Protective Services

Major Events and Protective Services is responsible for formulating policy and procedures, as well as coordinating and overseeing, on a national basis, the delivery of protective services to our client base, namely: Canadian executives, visiting foreign dignitaries, diplomatic missions, the Governor General's domestic and international travel. Major Events' role involves the development of a sustainable and integrated security framework for all major events and overseeing its implementation.

Federal Services Directorate

Federal Services Directorate is currently comprised of the following sub-directorates and programs.

Border Integrity

Customs and Excise

The Customs and Excise Program enforces laws within Canada and along the Canada/United States border, in conjunction with clients, partners and the community. These activities include: the international movement of dutiable, taxable, prohibited or controlled goods; the manufacture, distribution or possession of contraband products including tobacco and spirits; the illicit traffic of critical high technology and strategic good; and the enforcement of acts or regulations that impose

non-tariff (permit) controls on the international movement of commodities.

Federal Enforcement

The Federal Enforcement Program is responsible for the investigation of a wide variety of federal statutes under five sub-programs. These are: Consumer Protection, including criminal Copyright enforcement, the Weights and Measures and the Radio communication Acts; Public Safety, including Crimes against Humanity and War Crimes Act and the Quarantine Act; Airport FES, including airport federal enforcement and the National Ports strategy Environmental Crime, including National Parks and environmental protection; and Financial Loss Against the Government, including student loans and the Canada Pension Plan.

Immigration and Passport

Immigration and Passport Branch's strategy is to combat and disrupt illegal migrant smuggling and the trafficking in persons to Canada. This program partnerships with federal government departments to provide an integrated approach to the enforcement of the Immigration and Refugee Protection Act, the Citizenship Act and the investigation of Canadian passport violations under the Criminal Code.

Integrated Border Enforcement Team

The IBET mandate is to enhance border integrity and security at the Canada/United States border and to assist the Integrated National Security Enforcement Team on national security investigations at the border. The core partners are: Department of Homeland Security's Bureau of Immigration and Customs Enforcement (US-ICE) and the Bureau of Customs and Border Protection (USBP-BP), U.S. Coast Guard (USCG), Canada Border Services Agency (CBSA) and the Royal Canadian Mounted Police (RCMP). IBET units operate as intelligence driven enforcement teams comprised of Federal, State/Provincial and local law enforcement personnel to address such cross border issues as terrorism and organized crime. Each team acts with the National Security Focus as their first priority. The IBET program is multi-disciplinary in nature and works in land, air and marine environments along the Canada/United States border while respecting the laws and jurisdiction of each nation.

Marine and Ports Initiatives Branch

The RCMP's primary goal is Safe Homes, Safe Communities. Our goal with regards to marine security is to disrupt and/or eliminate the activity of organized crime groups at the ports and to prevent the ports from being used as a conduit for the entry of cargo and people that could pose a risk to national security.

The RCMP uses an intelligence-led, multi-disciplinary approach to gather and share criminal intelligence and target organized criminal activity at Canada's major ports. This is possible through integrated efforts of the Canadian, U.S. and international law enforcement community, technological enhancement, new investigative tools, integration of security measures and developing shared information access systems.

Drugs and Organized Crime

Drugs

This program manages the investigation of offences related to the importation, exportation, manufacturing, cultivation, trafficking and possession of substances regulated by the Controlled Drugs and Substances Act in Canada. Incorporated into its work are Drug Branch's activities related to international cooperation on drug training and exchanges. Drug Branch also administers and operates the RCMP's Drug Awareness Service as part of the balanced approach to the drug problem, recognizing that efforts must be directed at both supply and demand reduction.

Organized Crime

The Organized Crime Branch administers a range of program areas focussed on the strategic priority of reducing the threat and impact of organized crime to Canadian society. Principal programs and activities falling under the responsibility of the Organized Crime Branch include Undercover/ Backstopping Operations, Source Witness Protection, Organized Crime Development, Organized Crime Awareness, Human Source Development, Electronic Surveillance (wiretapping), Disclosure and the Cross Border Crime Forum.

Financial Crime

Economic Crime

This program is committed to the delivery of police services in four main areas: commercial fraud,

federal statutes and government programs, and securities fraud. The focus is on those cases that involve substantial value or financial losses; that have a high degree of criminal sophistication; that requires special investigative expertise; or where the Government of Canada is a victim. Typical cases include business-related or white-collar crimes such as the corruption of public officials, breach of trust, land and mortgage fraud, bankruptcy and insolvency offences, employment insurance fraud, market manipulations, telemarketing fraud, currency and payment card counterfeiting.

Integrated Market Enforcement Team

To strengthen investigations, integrated teams of investigators, forensic accountants and lawyers will be established in the key financial centers across Canada. These teams will focus on the most serious cases of corporate fraud and market illegality, and will work closely with securities regulators and provincial and local police. The teams will be jointly managed by the Royal Canadian Mounted Police and partner agencies.

Proceeds of Crime

The Proceeds of Crime Program coordinates the RCMP's components in relation to two (2) federal government initiatives, the Integrated Proceeds of Crime Initiative (IPOC) and the National Initiative to Combat Money Laundering (NICML).

The objectives of the Integrated Proceeds of Crime Program are to identify, seize, restrain and forfeit illicit and unreported wealth accumulated through organized criminal activity, thereby removing the financial incentive for engaging in criminal activities. The IPOC Program is an essential component of Canada's Organized Crime Strategy and plays key role in protecting the integrity of the Canadian economy. The IPOC units bring together the skills, knowledge and abilities of a diverse group of experts including law enforcement officers, lawyers from the Department of Justice, forensic accountants and property managers from Public Works and Government Services Canada; Customs Agents from Canada Border Services Agency, as well as Tax Agents from Canada Revenue Agency. The integration of the partner agencies facilitates a coordinated approach towards reaching the program's objectives.

The National Initiative to Combat Money Laundering is coordinated by Finance Canada. Its mandate is to implement specific measures to detect and deter money laundering and the

financing of terrorist activities and to facilitate the investigation and prosecution of money laundering and terrorist financing offences. The RCMP coordinates its activities in relation to the NICML through its Money Laundering Program. This program participates in the exchange of information between initiative partners, such as Fintrac and the Canada Border Service Agency; provides an investigative assessment on money laundering intelligence; and monitors national and international money laundering trends and typologies.

International Policing

International Peacekeeping

This program promotes international peace and security through the deployment of Canadian police expertise within the RCMP or partner police agencies to international peacekeeping and peace support operations. In support of Canadian foreign policy objectives, International Policing ensures the availability, selection, training, deployment and support of police experts abroad.

Interpol Ottawa

Interpol Ottawa is the designated National Central Bureau for Interpol in Canada. It is located within International Policing and acts as the coordinator between foreign and Canadian law enforcement agencies for all requests for international police assistance, covering the full range of criminal matters.

International Operations

International Operations is responsible for the RCMP Liaison Officer Program which places RCMP members in strategic locations around the world to provide the Canadian and foreign law enforcement communities with assistance, information and coordination support especially for major criminal investigations including anti-terrorism.

International Travel and Visits

International Travel and Visits (ITV) coordinates the framework for all RCMP international travel. The Travel Section promotes the health and safety of traveling employees, manages RCMP passport and visa requirements, and operates a tracking system known as Travel and Visits Tracking System (TVTS). The Visit Section administers and manages international law enforcement and related government visits to the RCMP.

Strategic and Policy Development

Strategic and Policy Development leads the strategic development of the international role of the RCMP, and manages the planning, policy development, and training coordination functions of International Policing.

Strategic and Management Services

Strategic and Management Services provides strategic advice and planning, budgetary and personnel administration, support, communications, and management services for the Directorate.

RCMP Secretariat Activity

The Activity of Corporate Management includes the functions of strategic and corporate planning, corporate policy design, financial planning. Responsiveness and accountability to the government are ensured by the coordination of communications, public affairs, information access, ministerial liaison and external review and appeals.

Internal Audit, Evaluation and Review

An essential element in the RCMP's drive to adopt strategy as a key priority throughout the organization, Internal Audit, Evaluation and Review reports directly to the Commissioner, and supports the governance responsibilities of the Senior Executive Committee. Internal Audit, Evaluation and Review provides services across the entire organization, and has a three-part mandate:

Internal Audit Services – provide risk-based assurance services, to the Commissioner, Senior Management and the Comptroller General, on the soundness of risk management strategies, management control framework, and governance processes.

Evaluation Services – provide independent and objective assessments of the relevance and effectiveness of RCMP policies, programs and initiatives.

Quality Assurance and Management Review (MR and QA) Program – supports the monitoring function of managers within the RCMP. The mandate of MR&QA is to assist unit managers, commanders and senior managers in identifying and monitoring high-risk activities faced by their units.

Corporate Management

This program develops and coordinates strategic and corporate planning, formulates corporate policy, manages corporate information and conducts program evaluations and management

studies. Annual accountability reports and briefings are developed for the Commissioner and in response to the government's planning process. The program is delivered through three components, Corporate Planning and Information Management, Strategic Planning and Corporate Policy, and Program Evaluation.

Finance and Supply

This program manages the financial affairs of the department to satisfy requirements for financial control and accountability of the RCMP, contracting partners, legislation and government. This program also provides internal support in accommodation, transport, food, materiel and miscellaneous services for the RCMP in accordance with relevant policies, regulations and statutes.

Public Affairs and Information

This program aims at promoting good public relations, conveying and protecting an accurate and constructive image of the RCMP in Canada and abroad. Initiatives include the provision of information and responses to requests from the general public regarding RCMP activities, the handling of visits of policing personnel from around the world, participation in public events at the national and international levels as part of our Canadian Heritage, the maintaining of contemporary and historical materials, the management of the *Musical Ride program, the management of partnerships and sponsorships from the private and the public sectors, the management of RCMP Licensing Products and RCMP Intellectual Property. Furthermore, this program also manages a centralized response area to requests made under the Access to Information and Privacy Acts for access to records under the control of the RCMP. The sub-Activity develops policies and procedures to ensure conformity with the legislation while maintaining the protection of sensitive information and the privacy of individuals.

Ethics and Integrity

The Office of the Ethics and Integrity Advisor is mandated to ensure that the Mission, Vision, Values and Commitments of the RCMP are internalized by all employees and remain in the forefront of the organizational psyche as well as with its communities of interest worldwide. The Office is responsible for encouraging, facilitating and promoting the sharing of Best Practices for

ethics and ethical behaviour and articulating the relationship between the Core Values and the behaviour of management and employees to ensure good governance and consistency with our Commitments. The Ethics and Integrity Advisor is the Senior Officer responsible to provide RCMP employees with a means for the disclosure and investigation of wrongdoing in the workplace, and to this end, the Ethics and Integrity Advisor performs internal audit functions. The Ethics and Integrity Advisor advises the Commissioner and Senior Executives of the RCMP on the incorporation of our Core Values in our daily reality, stressing respect for our institutions of democracy, professional conduct, ethical behaviour and support for people.

Information Holdings

Program Records

All records retained by the RCMP are subject to one classification methodology. Records are retained in accordance with the subject content of the record, based on a central file classification system, rather than function or activity. Each Detachment, Districts, Division and Headquarters, Ottawa classifies records under three main groups, Administrative, Operations and Sequential (Operational Investigative Records). The Administrative records are divided into seven sub-classifications. These are further categorized into sub-topics, which are standard throughout the RCMP. The Sequential (Operational Investigative Records) pertain to the general investigative records generated and retained at each site, and as the name suggests, each is sequentially numbered. The volume of records will vary from location to location, however the retention system is uniform. This system is centrally regulated and this enables the RCMP to describe its record holdings in the three distinct categories. Requesters need only describe the record they wish to access. If the request pertains to a specific incident, the location of that incident is also required.

Administration Buildings and Real Property Records

Description: Headquarters, Directorates, Divisions, Districts and Detachments each may have administrative records of a policy and/or routine nature pertaining to the acquisition,

disposition and rental of lands and buildings and the services supplied to lands and buildings owned or leased by the RCMP.

Topics: Buildings and Real Property General; Buildings and Works General; Buildings and Works Estimates; Building and Works by Division; Buildings Telecommunication Shelters; Buildings Janitorial Contracts; Buildings and Properties Management Service Agreements; Real Property General; Real Property Police Owned (other than Telecom. Sites); Real Property Police Rented or Leased (other than Telecom. Sites); Real Property Cemeteries and Graveyards; Real Property Telecom. Sites Owned; Real Property Telecom. Sites Leased or Rented; Real Property Historical Sites and Monuments; Utilities other than Telephone Services.

Format: Paper, microfilm, electronic.

Program Record Number: CMP ADM 006

Administration Equipment and Supplies Records

Description: Headquarters, Directorates, Divisions, Districts and Detachments each may have administrative records of a policy and/or routine nature pertaining to the supply, maintenance and repairs of RCMP equipment and supplies.

Topics: Equipment and Supplies (General); Accounting and Inventories; Aircraft; Aircraft Supplies and Equipment; Buildings and Living Accommodation, including Furniture and Furnishings; Cataloguing, Identification and Labelling; Clothing and Kit General; Clothing and Kit Purchase Descriptions; Clothing and Kit Design Specifications, Authorities and Approvals; Clothing and Kit Issues and Receipts; Clothing and Kit Material and Clothing; Clothing and Kit Testing and Samples; Condemnation and Destruction; Firearms and Weapons General; Firearms and Weapons Ammunition; Enquiries and Information (concerning uniforms, equipment and supplies); Loans (of uniforms and equipment); Material Specifications; Procurement and Purchases; General Stores; Micrographic Equipment and Supplies; Office Machines; Office Furniture and Furnishings; Printing and Duplicating Equipment; Stationery and Office Supplies; Technical Equipment and Technical Equipment Evaluations; Telecommunication Equipment and Evaluations; Computer Equipment, Hardware and Software; Riot and Crowd Control Equipment; Water Transport and Outboard Motors; and Vehicles (Procurement, maintenance and repair, operating instructions, transport accounts, registration,

licensing and insurance. Servicing of vehicle, credit card system, accessories).

Format: Paper, microfilm, electronic.

Program Record Number: CMP ADM 005

Administration Financial Records

Description: Headquarters, Directorates, Divisions, Districts and Detachments each may have administrative records of a policy and/or routine nature pertaining to the financial matters of the RCMP.

Topics: Finances (General); Accounting; Accounting Cash; Accounts Payable and Accounts Payable Commercial Firms and Supplies Other Government Departments or Police Departments Utilities; Accounts Receivable General Policing and Government Department; Acts, Directives and Orders; Allowances and Deductions; Banks and Banking; Budgets and Budgeting; Cheques; Coding (Financial Coding Systems); Contingency Account; Estimates; Fees (consultant, professional, tuition, membership, etc.); Funds (Benefit Trust Fund); Grants; Postage; Signing Authorities; Statements, Summaries and Reports; Taxes; Transfer Expenses; Transport Requisitions; Traveling Expenses.

Format: Paper, microfilm, electronic.

Program Record Number: CMP ADM 004

Administration General Administration Records

Description: Headquarters, Directorates, Divisions, Districts and Detachments each may have administrative records of a policy and/or routine nature pertaining to the organization, administrative history and policy of the RCMP.

Topics: General Administration; Abbreviations, Designations and Titles; RCMP Vehicular Accidents; Addresses and Speeches; Briefings and Presentations; RCMP Act and Regulations; Agreements Not Otherwise Specified; Agreements for Policing Services; Agreements for Policing Provinces and Territories; Agreements and Requests for Policing Cities, Towns, Municipalities, and Aboriginal Communities; Appreciation, Condolences, Greetings; Associations and Societies; Corporate Identity Program; Badges, Flags and Colours; Cafeterias; Canteens; Officers' and NCO's Messes; Campaigns and Canvassing; Cemeteries, Graves and Memorials; Ceremonies and Celebrations; Claims (on behalf or against the Crown); Complaints against the RCMP; Conferences and Committees; Meeting Internal, Cultures and Customs; Dress Regulations; Gifts and Presentations to/from RCMP; Audits; Inspections and Evaluations; Reviews and Overviews; Quality Assurance Process, Inventions and Patents; Copyright; Licences, Passes and Permits; Museums,

Relics and Curios; Official Languages; RCMP Organization; National Headquarters Organization; Region Organization, Division Organization; Boundary Organization, Organization Other Government Departments, RCMP Planning Process; Manuals; Commissioner's Bulletin; Pony Express; Reports and Returns; Commissions; Saluting and Compliments; Sports and Recreation Clubs (RCMP).

Format: Paper, microfilm, electronic.

Program Record Number: CMP ADM 001

Administration General Services Records

Description: Headquarters, Directorates, Divisions, Districts and Detachments each may have administrative records of a policy and/or routine nature pertaining to services that support the administration and operation of the RCMP.

Topics: General Services; Office Services; Artisan Services; Correspondence Management; Directives Management; Data Processing Services (general); Standards and Documentation; Software and Operations; Data Transmission; Operations; Automated Systems; Projects and Studies; Systems Research and Planning; Systems Integration; CPIC Services and Liaison Services; Forms Management; Graphic Arts Management; Horses; Liaison and Public Relations General; Liaison Solicitor and Attorneys General; Exhibitions (by and participated in by RCMP, e.g. CNE, Calgary Stampede, etc.); Historical (history of and articles about RCMP); Visits and Tours to/by RCMP; RCMP Quarterly; Library Services; Mail Management; Quality Service Delivery; Management Services; Micrographic Services; Computer Output Microfilm Services; Program Evaluation; Performance Measurement; Photographic Services; Printing and Duplication; Publications; Records Management; Records Filing Systems; Records Disposition; Research and Development Management; RCMP Band; RCMP Gazette; RCMP Musical Ride; Telecommunications; Telecommunication Projects; Radio Services; Transmission Services; Telephone Services; Interoffice Communications Systems; Translation Services; Transportation and Accommodation; Police Service Dogs.

Program Record Number: CMP ADM 007

Administration Personnel Records Public Service and Municipal Employees

Description: Headquarters, Directorates, Divisions, Districts and Detachments each may have administrative records of a policy and/or routine nature pertaining to Public Service and municipal Employees of the RCMP.

Topics: Public Service and Municipal Employees records, general; Acts and Regulations; Accidents and Injuries; Hours of Work; Bulletins and Circulars; Collective Bargaining; Conduct, Discipline and Grievances; Classification, general; Competitions; Competitions Individual, Employment General; Evaluation and Performance Rev.; Health and Medical; Income Tax; Insurance; Leave and Holidays; Pay, Salaries and Wages; Pension; Transfers; Volunteers (Including Victim Services Workers).

Format: Paper, microfilm, electronic.

Program Record Number: CMP ADM 003

Administration Personnel Records RCMP Members

Description: Headquarters, Directorates, Divisions, Districts and Detachments each may have administrative records of a policy and/or routine nature pertaining to the records dealing with members of the RCMP.

Topics: RCMP Personnel (Members Records); Accidents and Injuries (other than RCMP Transport); Accreditations and Credentials; Appointments; Awards and Honours (including PS and municipal employees); Suggestion Awards; Classification (RCMP General); Classification Standards; Delegation of Classification and Monitoring; Classification of Position Files, Including PSE's; Complaints against and by members of the RCMP; Complaints-Individual, Debts and Loans; Discharge of firearms in the Course of Duty; Discharge and Retirements; Discipline and Conduct, Suspensions, Discharge and demotions, Formal Discipline, Loss of basic Requirements, Damage to or Loss of Government Property (boards or investigations); Establishment (including PS Employees); Evaluation and Performance Reviews; Staffing; Health and Medical Services; Member Assistance Program; Occupational Health Nursing Services; Fitness and Lifestyle Program; Psychological and Emotional Health Services; Occupational and Environmental Health and Safety (regulations); Hours of Work; Inquiries and Information on personnel (including PS and Municipal Employees, serving and ex-members, etc); Income Tax; Insurance General, Life, Hospital and Provincial; Leave; Morale; Oaths of Allegiance and Secrecy (including PS and Municipal Employees); Passports and Visas, arrangements for (including PSE's and Municipal Employees); Pay, Bonus and Salaries; Pensions, Human Resources Management Information System (HRMIS); Privileges; Promotions; Promotional Dispute Resolution; Recruiting and

Employment; Recruiting Advertising; Recruiting – Career Day Displays; Temporary Civilian Employees (guards, matrons, etc.); Succession Planning; Training and Development, General (including PS and Municipal Employees) Foreign Govt. Assistance, Canadian Non RCMP Law Enforcement Agencies, Centralized, Canadian Police College Research and Program Development, Forensic Identification Training Program (FITP) and Forensic Identification Advanced Training Program (FIATP); Divisional, Offered outside the RCMP (Language and university); Training Recruit; Training Cadets; Transfers.

Format: Paper, microfilm, electronic.

Program Record Number: CMP ADM 002

Operational Investigative Records

Description: Headquarters and Directorates in Ottawa, Divisions, Districts and Detachments each may have sequential, investigational records relating to protective services, occurrences reported to, and/or under investigation by the RCMP.

Topics: Occurrences and Investigations including statements, exhibit reports, copies of court documents and in some instances records relating to criminal histories and intelligence and related documentation pertaining to offences under the: Criminal Code, Federal Statutes, Provincial Statutes, Municipal By-Laws and Territorial Ordinances; Occurrences and Investigations providing assistance to Multi jurisdictional Authorities, Foreign Authorities, Federal Authorities, Provincial Authorities, Municipal Authorities, Territorial Authorities, Private Companies and the General Public; V.I.P. Protection (Foreign and Canadian); Threats made against the country and the police.

Format: Paper, microfilm, electronic.

Program Record Number: CMP INV 001

Operational Policy Records/Operations Records

Operational Policy Records

Description: Headquarters and Directorates in Ottawa, Divisions, Districts and Detachments each may have records concerning the instructions and interpretations of policy relating to the enforcement of statutes and regulations, and the policy relating to cooperation with governments, foreign law enforcement authorities and the general public.

Topics: General policy subjects; Counsel (appointment, transportation and co-operation with); Fines and Costs (collection and disposition);

Prisoners and Mental Patients (custody, transportation, searching); Exhibits (custody and disposition); Correspondence (crime reports); Human Sources; Jurisdiction; Laws (enforcement and amendments); Cooperation with and Assistance to Foreign Authorities, Federal authorities, Provincial authorities, Territorial Authorities, Municipal Authorities, Private Companies, and the General Public; Criminal Intelligence Branch; Securities Fraud Information Centre; Special Services Branch; V.I.P. Protection; Threat Assessments police Country.

Program Record Number: CMP OPS 001

Operations Records

Description: Headquarters and Directorates in Ottawa, Divisions, Districts and Detachments each may have records concerning the policies, procedures and correspondence related to instructions and interpretations of policy relating to the enforcement of statutes and regulations, and the policy relating to cooperation with governments, foreign law enforcement authorities and the general public.

Topics: Forensic Laboratory Services – General, Chemistry, Counterfeit Detection, Document Examination, Firearms and Ammunition Examination, Biology, Toxicology Services, Social Science, Photography – Laboratory, Forensic Laboratory Analysis – General, Forensic Identification Support, Fingerprinting, Photography – Identification, Computer – Enhanced Photograph, Film Processing, Composite Drawings, Criminal Records, Audio and Video Recording Analysis, Cryptanalysis, Criminal Behaviour Analysis, VICLAS, Polygraph, Counter-Technical Intrusion, Explosives, Dangerous Material and Improvised Explosives Devices, Computer Analysis of Evidence, Other Operational Support, Firearms Control and Administration – General, Canadian Firearms Safety Courses, Canadian Firearms Safety Instructors, Prohibited Weapons/Devices, Prohibited Weapons/Devices – Individual Weapons, Firearms Acquisition Certificate (FAC), Firearms Licences and Authorizations – Individual Weapons, Refusals, Revocations, Prohibitions, Permits and Registration – General, Restricted Weapons-Individual Weapons, Other Weapons, Other Weapons – Individual Weapons, Firearms Permits for Minors, Shooting Clubs/Ranges, Shooting Clubs/Ranges – Individual Weapons, Firearms Dealers, Import/Export of Firearms, Storage of Firearms, Firearms Collections, Firearms Collections – Museums – Individual

Museums, Firearms Collections – Corporate Collections, Identification/Tracing Firearms, Disposition of Firearms, Police Use of Firearms, Police Use of Other Weapons, Contingency Plans, Tactical Troop and Emergency Response Team – General, Tactical Troop and Emergency Response Team – Deployment, Emergency Operations Centre, Search and Rescue (SAR) Program, Search for Lost or Dangerous Person, Location of Fugitives, Missing Persons, Missing Children Registry, Location of Persons – Other, International Police Cooperation, Security, Security – Organizational and Administrative, Security-Personnel, Physical Security – General, Test and Evaluation – Physical Security, Specifications – Physical Security, Inspections – Physical Security, Closed-Circuit Television, Communications Security, EDP Security, Information Security, Armoured Vehicles – Security, Protective Policing – General, VIP Security, Major Events Security, Airport Policing and Security, Protection of Property, Media Support – General, Media Relations, Community Consultative Groups – General, Community Policing – General, Contact with Potential Offenders – General, Special Programs – General, Aboriginal and Visible Minority Policing, Restorative Justice, Preventive Initiatives, Patrols – General, Crime Prevention Through Environmental Design, Criminal Intelligence – General, Strategic Intelligence, Tactical Intelligence, Exchange of Criminal Intelligence, National Security Investigations – General, Threat Assessments, Criminal Extremists/Terrorists, Jurisdiction – General, Pursuits/Roadblocks, Interviews and Interrogations – General, Search and Seizure – General, DNA Warrants, Intercept Authorizations, Dial Number Recording – Warrants, Video Surveillance – Warrants, Tracking Device – Warrants, Authorizations – Not Otherwise Specified, Search – With Warrant, Search – Without A Warrant, Evidence, Conducting Investigations – General, Notebooks, Major Investigations – General, Joint Forces Operations (JFOs), Undercover Operations – General, Undercover Operations – Companies, Surveillance – General, Electronic Surveillance, Physical Surveillance, Photo Identification, Information Sources – General, Human Sources, Source/Witness Protection, Other Sources, Victim Services, Domestic Violence, Criminal Code Offences-Investigative Procedures – General, Offences Against the Person, Homicide, Assault,

Sexual Assault, National Sex Offender Registry, Kidnapping/Abduction, Hijacking and Hostage Taking, Dangerous Offender, Offences Against Property – General, Break and Enter, Theft, Computer Crime, Fraud, Integrated Market Enforcement, Forgery, Uttering, Counterfeiting, Currency Offences, Arson, Other Criminal Code Offences, Bribery of Public Official, Breach of Public Trust, Influence Peddling, Morals Offences, Pornography, Obscenity, Prostitution, Bawdy House, Gaming Offences, Lotteries, Unlawful Assembly, Firearms Offences, Economic Crime – General, Proceeds of Crime, Bankruptcy and Insolvency, Revenue Canada – Tax Program, employment Insurance, Customs and Excise – General, Smuggling, Export and Import, Drugs – General, Drug Interdiction Program, Drug Awareness Program, National Automated Drug Intelligence Program, Drug Violator Classification Program (VIOL), Citizenship, Immigration, Refugees, Deportation, Smuggling of Aliens, Passports – General, Environmental Investigations, Cultural Property, Wildlife, Transportation, Financial Loss to Government, Consumer Protection, Other Federal Investigations, Foreign Enlistment, Provincial/Territorial Statute Investigations, Municipal Bylaw Investigations, Traffic Enforcement Activities, Breath testing, Accident Investigations – Traffic, Accident Investigations – Other, Human Deaths – General, Applicant Investigations – General, Provincial Securities – Applicants (SFIC), Orders and Decorations Investigations – General, Access to Information Protection of Privacy, Access to Information Act – Request for Access, Privacy Act – Request for Access, Provincial Information Access and Privacy Act Requests, Lost and Found Property, Arrest – General, Prisoners and Mentally Disturbed Persons – General, Young Offenders, Cell Security, Witnesses-General, Witnesses – Civil Actions, Prosecutions – General, Prosecution – Charges, Exhibits, Fees and Costs, Fines, Parole/Probation, Civil Actions.

Format: Paper, microfilm, electronic, photographs, tapes, CD, videotapes, audiotapes, diskettes.

Program Record Number: CMP OPS 001

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Administration

Budgets
 Buildings and Properties
 Classification of Positions
 Employment and Staffing
 Equipment and Supplies
 Finance
 Furniture and Furnishings
 Human Resources
 Hospitality
 Lands
 Occupational Health, Safety and Welfare
 Office Appliances
 Official Languages
 Pensions and Insurance
 Personnel
 Proactive Disclosure
 Procurement
 Relocation
 Salaries and Wages
 Staff Relations
 Training and Development
 Travel
 Utilities
 Vehicles

Particular Personal Information Banks

Personnel (RCMP) – Applicants and Cadet Records

Description: The file and the Human Resource Management Information System (HRMIS) contains such material as applicant evaluations, selection test score, candidate assessments, engagement check sheet, pare certification and related correspondence, personnel interview report data update. Information on successful applicants who are enrolled by the RCMP is placed on a Cadet file. Information on successful applicants who are engaged in the RCMP is placed in the member performance review and appraisal records (CMP PPE 801), service records (CMP PPE 802) and medical records (CMP PPE 808). In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth and the location where the last application was made.

Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Security/Reliability screening records have to be accessed via CMP PPU 065. Complaints dealing with the suitability of individuals may be found in bank CMP PPU 085.

Class of Individuals: This bank contains personal information on individuals who have applied for engagement in the RCMP as regular members, special constable members or civilian members.

Purpose: This information is used to determine the suitability of individuals for engagement in the RCMP.

Consistent Uses: This information is also used for research, planning, evaluation statistics and may also be matched with the following information banks: CMP PPU 090 (Honours and Awards), CMP PPE 804 (Member Grievance Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 805 (RCMP Member Discipline Records); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records); CMP PPE 818 (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards: Information on unsuccessful applicants is maintained for a period of five calendar years at the headquarters of the division to which they applied. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 2000/030, 89/013 and 2006/006

Related PR#: CMP ADM 002

TBS Registration: 001008

Bank Number: CMP PPU 070

Complaints against the RCMP or a Member, Enquiries and General Assistance

Description: This bank contains Part VII RCMP Act investigations and criminal investigation reports, occurrence reports, voluntary statements of members, statements of witnesses and complainants, and related correspondence of members and complainants. In addition to the requirements indicated on the Personal Information

Request Forms, individuals must provide their full name, date of birth, sufficient detail of the occurrence, and the geographic location where the information search is to be conducted. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Part VII RCMP Act investigations dealing with complaints from the public and which result in discipline against a member may be located in bank CMP PPE 805.

Class of Individuals: This bank contains personal information on individuals who have been involved in complaints against the RCMP or its members, general enquiries by the public concerning the RCMP, and cases of general assistance to the public by the RCMP.

Purpose: This information is used for the internal administration of the RCMP.

Consistent Uses: The RCMP External Review Committee and the RCMP Public Complaints Commission may use the information respectively to enquire into grievances and investigate complaints against the RCMP or its members. Information in this bank is also used for research, planning, evaluation, press releases and statistical purposes. This Information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards: Information in this bank is retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 89/025, 96/023, 96/024 and 2006/006

Related PR#: CMP ADM 002

TBS Registration: 001011

Bank Number: CMP PPU 085

Honours and Awards

Description: This bank contains recommendations, supporting material, social insurance numbers (SIN) in some cases, and any assessments relating to the granting of an honour or award. The SIN is collected under the authority of the FAAS-7 for the purpose of maintaining information relative to the Treasury Board (TB) Recognition Policy. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide the geographic location and sufficient detail of circumstances as may relate to them. Individuals wishing to access

only specific information should identify the material desired, to expedite the processing of their requests.

Class of Individuals: This bank contains personal information on individuals who have been recommended for an honour or award (usually for an act of bravery or distinguished service to the country), where the RCMP has provided supporting data to the issuing authority.

Purpose: This information is used by the issuing authorities of various honours and awards programs to assist in determining whether or not to grant an honour or award. The SIN is used/collected for the purpose of issuing awards (cheque and T4 – 1A slip for income tax purposes) under the TB Recognition Policy, Canadian Honours System and RCMP Long Service Medal Regulations.

Consistent Uses: This information may also be used for research, planning, evaluation and statistics and may also be matched with the following information banks: CMP PPE 070 (Applicants'/ Cadets' Records); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 805 (RCMP Member Discipline); CMP PPU 085 Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records) and CMP PPE 818 (Employment Equity Program); CMP PPE 804 (RCMP Member Grievance Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards: Information in this bank is retained for a minimum of three calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 89/013, 96/024 and 2006/006

Related PR#: CMP ADM 002

TBS Registration: 001012

Bank Number: CMP PPU 090

RCMP Police Car Accidents/Claims By or Against the RCMP

Description: This bank contains investigational and occurrence reports, statements, claims for damages, legal decisions and related documentation. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their contact with the RCMP including the date, nature and geographic location of the occurrence. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.

Class of Individuals: This bank contains personal information on individuals who have been involved in RCMP transport accidents, assessment and/or demands respecting damage or loss in relation to property, and other similar claims by or against the RCMP.

Purpose: This information is used to determine liability for motor vehicle accidents and to process damage settlements.

Consistent Uses: Information in this bank is also used for the internal administration of the RCMP, research, planning, evaluation and statistics and may also be matched with the following information banks: CMP PPE 070 (Applicants'/ Cadets' Records); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 805 (RCMP Member Discipline); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records), CMP PPE 818 (Employment Equity Program) and CMP PPE 804 (RCMP Member Grievance Records). This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Information in this bank is retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 89/013, 95/009, 96/023, 96/024 and 2006/006

Related PR#: CMP ADM 001

TBS Registration: 001009

Bank Number: CMP PPU 075

Forensic Science and Identification Services and Canadian Criminal Real Time Identification Services

Description: This bank contains criminal records information supported by fingerprints (convictions and discharges certifiable under Section 667 of the Criminal Code of Canada), summaries of police information related to other charges and their dispositions, Pardoned Records, fingerprints, Archived information and related correspondence. It also contains identification fingerprints pursuant to the Immigration and Refugee Protection Regulations 2002 (IRPR 2002) and fingerprints of employees of the RCMP. In addition to the requirements indicated on the Personal Information Request form, individuals who wish copies of their (a) criminal record, (b) summary of police information related to them or (c) Pardoned record, must forward identifiable fingerprints to: the Director, Canadian Criminal Real Time Identification Services, RCMP HQ, NPS Bldg., 1200 Vanier Parkway, Ottawa, Ontario, K1A 0R2, specifying their requirement for a criminal record only, both criminal record and summary of police information and/or their Pardoned Record. The request will be treated informally and will be responded to as soon as practicable. These fingerprints are used for the purposes of search and positive identification only, and will not be returned with the access request results. Information in this bank may be maintained in hard copy files, microfilm electronic images as well as in automated form in the Canadian Police Information Centre (CPIC) and/or in the Criminal Record Entry Maintenance and Monitoring Direct Entry System (CREMM – DES). Records are held at RCMP Headquarters and various external RCMP detachments.

Note: Pardoned Records will be released only to individuals entitled to these records under the Privacy Act or with the approval of the Solicitor General of Canada.

Class of Individuals: Individuals who have been fingerprinted as a result of criminal charges, individuals fingerprinted under the IRPR 2002 and employees of the RCMP.

Purpose: Law enforcement, security/reliability clearances and identification purposes.

Consistent Uses: This information is used by domestic and foreign law enforcement and investigative agencies of federal/provincial/state

and municipal governments, departments of the criminal justice system and the courts, in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. This information is used by the insurance crime prevention bureaus for the purpose of combating arson and auto theft and related offences. It is also used by the federal/provincial/municipal agencies for security and reliability screening and by the Canadian Security Intelligence Service for the purposes of investigating threats to the security of Canada and the preparation of security assessments. This information is also used for research planning, evaluation and statistical purposes and may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. Fingerprints taken under authority of the IRPR 2002 are used for identification purposes in the immigration process. RCMP employee fingerprints are used to assist in the maintenance of continuously updated security/reliability clearances.

Retention and Disposal Standards: The personal information contained in this bank is broken down into several categories. The National Archivist of Canada has assigned each of these categories a corresponding retention schedule which can vary from several months to the time data subject reaches the age of one hundred years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 91/015 and 96/023

Related PR#: CMP INV 001

TBS Registration: 001002

Bank Number: CMP PPU 030

Restricted Weapon Registration System (RWRS)

Description: This data bank contains applications to register restricted weapons, registration certificates, and other weapons that are recorded to police agencies, government departments, museums, firearms dealers and others, inter-provincial permits to carry, transport or convey restricted weapons as was required under former Part III of the Criminal Code of Canada (prior to 98-12-01). The data bank also contains documentation on prohibition orders, refusals and revocation of registration certificates and inter-

provincial permits to carry. Under the Firearms Act, the records kept in the registry by the Commissioner of the RCMP under former Part III of the Criminal Code of Canada are transferred to the Registrar who has the authority to maintain a registry of every Firearms Registration Certificate. In addition to the requirements on the Personal Information Request Form, individuals must provide their full name, date of birth and address. Information in relation to registration certificates, refusals or revocations of registration certificates, and inter-provincial permits to carry restricted weapon(s) is located at RCMP headquarters in Ottawa. Information relating to FAC's, other permits, certificates and prohibitions is located at the detachment or unit level. Individuals wishing to access information not held in Ottawa must indicate the location and/or the name of the RCMP unit where the application was made, or the permit or certificate issued. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Information in this bank may be maintained in hard copy, on microfilm, and in automated form in the Canadian Police Information Center (CPIC).

Class of Individuals: Individuals who have applied to register restricted weapons in Canada and have been issued a registration certificate; applied to the local registrar (L.R.) of firearms for a permit to carry/convey/transport a restricted weapon in Canada; been refused or have had a permit or certificate revoked; or have been prohibited from possessing firearms.

Purpose: The administration and enforcement of firearms control legislation in Canada.

Consistent Uses: Information in this bank is used by domestic and foreign accredited law enforcement of federal, provincial/state and municipal governments, and chief provincial/territorial firearms officers, in the administration or enforcement of the law and in the detection, prevention or suppression of crime in general. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Information in this bank is retained for a minimum of ten calendar years. Some personal information in this bank may be retained permanently pursuant to the Firearms Records Regulations. Where the

record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada and where the record has not been so designated, it shall be destroyed.

RDA Number: 89/025, 91/015, 95/009, 96/023, 99/006 and 2005/006

Related PR#: CMP INV 001

TBS Registration: 005045

Bank Number: CMP PPU 035

Canadian Firearms Registration System (CFRS)

Description: This data bank contains applications to register non-restricted, restricted and prohibited firearms, registration certificates and other firearms that are recorded to police agencies, government departments, and others, inter-provincial and international carrier licences, the names of the individuals who are approved verifiers and authorizations to import and export by firearm dealers as required under the Firearms Act (beginning 98-12-01). The data bank also contains documentation on refusals and revocation of registration certificates, inter-provincial and international carrier licences and authorizations to import and export. The Registrar has the statutory authority under the Firearms Act to maintain a registry of every Firearm Registration Certificate. In addition to the requirements on the Personal Information Request Form, individuals must provide their full name, date of birth and address. Information in relation to registration certificates, refusals or revocations of registration certificates, and inter-provincial and international carrier licences and authorizations to import and export is located at RCMP headquarters in Ottawa. Information relating to firearms licences, other authorizations and prohibitions is located at the Chief Firearms Officer (CFO) or detachment level where applicable. Individuals wishing to access information not held in Ottawa must indicate the location and/or the name of the CFO or RCMP unit where the application was made, or the licence or authorization issued. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Information in this bank may be maintained in hard copy, on microfilm, in automated form in the Canadian Police Information Center (CPIC), File Management System (FMS), or in the Canadian Firearm Registration System (CFRS). The CFRS data bank also contains applications from individuals or business' regarding licences and authorizations that are issued or revoked and

applications for licences or authorizations that are refused by the CFO. The data bank also contains documentation on prohibition orders of which the CFO is informed under Section 89 of the Firearms Act. The CFO has the statutory authority under the Firearms Act to maintain a registry of every licence or authorization applied for under the said act. In addition to the requirements on the Personal Information Request Form, individuals must provide their full name, date of birth and address. Information in relation to licences and authorizations that are issued or revoked, applications for licences or authorizations that are refused and documentation on prohibition orders of which the CFO is informed under Section 89 of the Firearms Act are located at each provincial headquarters of the CFO's. Individuals wishing to access information not held in Ottawa must indicate the location and/or the name of the Federal CFO where the application was made, or the licence or authorization issued. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Information in this bank may be maintained in hard copy, on microfilm and in the automated form in the Canadian Police Information Center (CPIC) or in CFRS.

Class of Individuals: Individuals who have applied to register non-restricted, restricted or prohibited firearms in Canada and have been issued a registration certificate or been refused or have had a licence, authorization or certificate revoked. – Individuals or business' who have applied or been refused or have had a licence, authorization or certificate revoked; or have been prohibited from possessing firearms.

Purpose: The administration and enforcement of firearms control legislation in Canada.

Consistent Uses: Information in this data bank is used by domestic and foreign accredited law enforcement of federal, provincial/state and municipal governments and Chief Firearms Officers, in the administration or enforcement of the law and in the detection, prevention or suppression of crime in general. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Information in this bank is retained for a minimum of ten calendar years. Some personal information in

this bank may be retained permanently pursuant to the Firearms Records Regulations. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been designated, it shall be destroyed.

RDA Number: Under development/Appraisal of the records for CFRS PIB has not been yet conducted.

Related PR#: CMP INV 001

TBS Registration: 005046

Bank Number: CMP PPU 037

Operations Activity

Courses Administered by the RCMP

Description: This bank contains a record of nominal rolls, in some cases assessments including examinations, tests and other forms of performance measures and related documents. This bank also contains personal information on public servants employed by the RCMP, including their social insurance number (SIN), who have participated in courses administered by the RCMP or sponsored by an outside agency. It also includes the SIN of RCMP members who have participated in Public Service Commission (PSC) courses. The information is collected under the authority of the Public Service Staff Relations Act and the Public Service Employment Act. For members of the RCMP, assessments are also maintained on their personnel file (Bank CMP PPE 801). In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, regimental number if applicable, the title, location and date of the course as well as whether they were an instructor or candidate. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.

Class of Individuals: This bank contains personal information on individuals who have applied for or attended, as candidates or instructors, training and development or educational courses administered by the RCMP, the PSC, the National Archives Canada, or other Training/Educational Institutions that are centrally controlled through registration procedures by the RCMP.

Purpose: This information is used to support qualifications for certificates, awards or diplomas, determine the eligibility of candidates for future courses and support the renewal of an instructor's personal service contract. The information pertaining to public servants' and RCMP members'

social insurance numbers is for the purpose of managing training throughout the public service and for administering courses provided by the PSC Training and Development Canada.

Consistent Uses: Employee training information is used by managers/supervisors to formulate departmental training plans, verify training courses, and to meet the requirements of Canada Labour Code. This information is also used to produce management reports as well as research, planning, evaluation, statistical analysis and mandatory legislative reporting and may be matched with the following information banks: RCMP Member Performance Review and Appraisal Records (CMP PPE 801), RCMP Member Promotion Board Proceedings Records (CMP PPE 803), RCMP Grievance Records (CMP PPE 804), RCMP Member Discipline Records (CMP PPE 805); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); Employment Personnel Records (CMP PSE 901), Staffing (CMP PSE 902), Training and Development (CMP PSE 905), Grievances (CMP PSE 910), Discipline (CMP PSE 911), Performance Reviews and Employee Appraisals (CMP PSE 912). All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards: Information in this bank is retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 95/009, 95/011, 96/023, 96/024, 98/005 and 2006/006

Related PR#: CMP ADM 002

TBS Registration: 001010

Bank Number: CMP PPU 080

Community, Contract and Aboriginal Policing

Community Policing Services

Description: This bank contains personal information on individuals involved in national, regional and divisional RCMP community policing programs. Examples of these programs include Crime Stoppers, Crime Prevention Funding Initiatives, Family Violence Initiatives, Victim

Services, National Volunteer program, Fetal Alcohol Spectrum Disorder (FASD), Restorative Justice, Block Parents, the National Youth Priority, the Commissioners Advisory Committee on Visible Minorities and Bias-free Policing and or other community policing programs. The intent of such programs are the prevention, intervention and control of the incidences of crime and protection of life and property. Information in this bank is not generally carded or indexed to an individual. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their involvement in the RCMP program, including the geographic location, dates and name of the program, to retrieve information of interest. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.

Class of Individuals: Individuals who have applied for and served in national, regional and divisional RCMP community policing programs.

Purpose: This information is used to support RCMP community policing programs.

Consistent Uses: The information is also used for research, planning, evaluation and statistical purposes and may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Records within this bank are retained by the home division for a minimum of two years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 2000/030 and 96/023

Related PR#: CMP ADM 001

TBS Registration: 000998

Bank Number: CMP PPU 010

Criminal Operational Intelligence Records (Exempt Bank)

Description: This bank contains personal information on individuals who have been implicated, following criminal investigations, in organized and other serious crime such as drug trafficking, securities fraud, corruption, counterfeiting, extortion, gambling, loan sharking, pornography and prostitution. Also included in this bank are records containing personal information

concerning administration, policy and management of confidential human sources and witnesses requiring protection relating to criminal operations. This bank contains investigations and occurrence reports, statements and related documentation. This bank is designated by the Governor-in-Council as an exempt bank pursuant to Section 18(1) of the Privacy Act, on the basis of section 22 of the Act. Information in this bank may be maintained in hard copy files as well as in automated form such as Automated Criminal Intelligence Information System (ACIIS) and FOCUS, Police Information Retrieval System (PIRS), Police Reporting Occurrence System (PROS), National Criminal Data Bank (NCDB).

Class of Individuals: Individuals implicated in, or who are connected with and are the subject of criminal investigations including confidential human sources and witnesses.

Purpose: Compiled in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally.

Consistent Uses: The information is used by accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. Personal information concerning human sources and witnesses is used in the administration and management of these individuals. This information is also used by federal departmental security officers for security and reliability screening, as well as for research, planning, evaluation and statistical purposes and may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Records within this bank are retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 95/009, 95/011, 96/024 and 99/006

Related PR#: CMP INV 001

TBS Registration: 000999

Bank Number: CMP PPU 015

National Security Investigations Records (Exempt Bank)

Description: This bank contains personal information about individuals who come to the attention of the RCMP in the course of national security enforcement including information collected in the fulfilment of the primary responsibility conferred by subsection 6(1) of the Security Offences Act, more particularly information obtained or prepared for investigation purposes in respect of an offence under any law of Canada where a) the alleged offence arises out of conduct constituting a threat to the security of Canada within the meaning of the Canadian Security Intelligence Service Act, or b) the victim of the alleged offence is an internationally protected person within the meaning of section 2 of the Criminal Code, or the apprehension of the commission of such an offence. This bank also contains security assessments relating to internationally protected persons, as well as information concerning the management of protection services for confidential sources and witnesses used in national security investigations. This bank contains personal information on individuals who have been involved in investigations concerning threats, potential threats, or incidents against persons of national or international importance or involving government property. This bank contains investigational and occurrence reports, statements, and related correspondence as well as personal information on numerous individuals the RCMP has an obligation to protect. This bank is designated by the Governor-in-Council as an exempt bank pursuant to Section 18(1) of the Privacy Act, on the basis of section 22 of the Act. Information in this bank may be maintained in hard copy files as well as in automated form on the Secure Criminal Information System (SCIS) and the Secure Police Reporting Occurrence System (SPROS).

Class of Individuals: Individuals who come to the attention of the RCMP during the course of national security enforcement, including fulfilment of the primary responsibility pursuant to subsection 6(1) of the Security Offences Act, internationally protected persons, and persons providing confidential information in security investigations.

Purpose: Information in this bank is used by the RCMP whose duties involve the enforcement of the law and the prevention of crime in carrying out its mandate and responsibilities in relation to national security enforcement and for the purposes of security and reliability screening.

Consistent Uses: The information is used in the course of national security enforcement including fulfillment of the RCMP's primary responsibility conferred by subsection 6(1) of the Security Offences Act. Information is required to carry out their mandate and responsibilities in relation to national security investigations and for security and reliability screening. Information in this bank is used by domestic and foreign law enforcement and investigation agencies in connection with their official duties and responsibilities in relation to the enforcement or administration of the law and to carry out their mandate and responsibilities in relation to national security investigations. It is also used by CSIS and other federal department security officers for security and reliability screening. It is also disclosed to domestic and foreign law enforcement and investigative agencies in connection with national security investigations. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Records within this bank are retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 95/009, 96/023, 96/024 and 99/006

Related PR#: CMP INV 001

TBS Registration: 001001

Bank Number: CMP PPU 025

Protection of Personnel and Government Property

Description: This bank contains personal information on individuals who have been involved in investigations concerning threats, potential threats, or incidents against persons of national or international importance or involving government property. This bank contains investigational and occurrence reports, statements, and related correspondence as well as personal information on numerous individuals the RCMP has an obligation to protect. Information in this bank may be maintained in hard copy files as well as in automated form such as Protective Operations Information System (POIS). In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full

name, date of birth and the geographic location where the information search is to be conducted.

Class of Individuals: The information relates to any person considered a threat or possible threat and victims of threats or possible threats.

Purpose: This information was compiled to assess whether or not given individuals pose a threat or are victims of threats as well as for the purposes of administration and enforcement of the law and detection and prevention of crime.

Consistent Uses: This information is used by domestic and foreign law enforcement agencies in the administration and enforcement of the law and in the detection and prevention of crime. It is used by federal department security officers for security and reliability screening. It is also used for research, planning, evaluation and statistical purposes. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: The Protective Operations Information System (POIS) records are retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 89/025, 91/015, 95/009, 96/023, 96/024, 99/006, 2005/002 and 2005/006

Related PR#: CMP INV 001

TBS Registration: 001006

Bank Number: CMP PPU 055

Departmental Security

Security/Reliability Screening Records

Description: This bank contains personal data about individuals who have been the subject of a security clearance or basic or enhanced reliability check while members or employees of the RCMP, or while applying to become a member or employee of the RCMP or individuals employed under contracts awarded or administered by the RCMP. Security clearances are carried out to assess an individual's loyalty and reliability as it relates to loyalty. Reliability checks are done to assess an individual's reliability. The data in the bank would include personal information about the subject and his or her immediate family. It may also include information collected in relation to

and the results of a Pre-Employment Polygraph Examination, results or criminal records name or fingerprint checks, credit bureau checks, investigative reports related to interviews with neighbours, previous employers, character references, and an analysis of the information. Also on file is the level of security clearance issued or reliability status granted or the reasons same was denied or revoked.

Class of Individuals: Members or employees of the RCMP or individuals applying to become a member or employee of the RCMP or individuals employed under contracts awarded or administered by the RCMP.

Purpose: To assess an individual's loyalty and reliability as it relates to loyalty. Reliability checks are done to assess an individual's reliability.

Consistent Uses: This information is used by accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime. This information may be matched with information from other personal information banks and/or classes of records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS) and to Applicants and Cadet Records CMP PPU 070.

Retention and Disposal Standards: The retention and disposal schedule for these records is 7 years for a Top Secret clearance only and 12 years for Secret, Confidential, Enhanced and Basic clearance from issue date of clearance or security update or 2 years from date of last correspondence on file, whichever is longer.

RDA Number: 95/009, 96/023, 98/001 and 2006/006

Related PR#: CMP ADM 001

TBS Registration: 003208

Bank Number: CMP PPU 065

Immigration and Passport

Lost or Stolen Passports

Description: This bank contains personal information about individuals who have lost their passports or who have had their passports stolen. Information contained in this bank is provided by and is a copy of the Department of Foreign Affairs and International Trade Passport Office file. In addition to the requirements indicated on the

Personal Information Request Form, individuals must provide their full name, date and place of birth and passport number if known. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated form in the Canadian Police Information Centre (CPIC).

Class of Individuals: Individuals who have lost passports or had them stolen.

Purpose: To locate lost or stolen passports and prevent their illegal use.

Consistent Uses: This information is used by domestic and foreign law enforcement and investigative agencies of federal, provincial/state and municipal governments to recover lost or stolen passports and to identify the illegal use of these documents. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Information is retained until the passport has been located or has expired. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 89/025, 91/015, 95/009, 96/010, 96/023, 96/024, 99/006 and 2005/006

Related PR#: CMP INV 001

TBS Registration: 001004

Bank Number: CMP PPU 040

Operational Case Records

Description: This bank contains personal information on individuals who have been involved in investigations under the Criminal Code, federal and provincial statutes, municipal bylaws and territorial ordinances. This bank contains investigational and occurrence reports, statements, exhibit reports, copies of court documents such as summonses, warrants, etc., court briefs, and in some instances records relating to criminal histories. Information in this bank is entirely searchable but can be restricted from the view of certain user groups depending on the sensitivity and a user's requirement to see the information. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth and

the location where the investigation occurred. Individuals wishing to access only specified information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated form such as the Canadian Police Information Centre (CPIC), the Police Information Retrieval System (PIRS), the Police Reporting Occurrence System (PROS), the Police Records Information Management Environment (PRIME), the Halifax Regional Municipality Police Records Management System, the Missing Children's Registry (MCR), the Violent Crime Linkage Analysis System (ViCLAS), the DNA Bank, the Secure Criminal Information System (SCIS), the Secure Police Reporting Occurrence System (SPROS), the National Criminal Data Bank (NCDB), Automated Criminal Intelligence Information System (ACIIS), the Conducted Energy Weapon (CEW) Usage Report Database, the Reporting Economic Crime On-Line (RECOL) a single Web site where citizens can report everything from credit card fraud to major corporate corruption, the National Security Tip Line created to encourage Canadians to notify the RCMP of any criminal activity which may be associated to terrorism, the File Management System (FMS) established in order to enter information regarding firearms registry and to track files, the Laboratory Information Management System (LIMS), a commercial off the shelf application operating on the RCMP WAN (wide area network) platform which permits the six RCMP Forensic Laboratory sites to function as a single virtual laboratory system to support the sharing/reporting of case related information required to support a national forensic casework service to recognized law enforcement agencies and the Canadian legal system. Personal information contained in LIMS-Plus is minimal (Surname, Given Name 1, Given Name 2, Date of Birth, Sex and Subject Type and complies with PIRS (Police Information Retrieval System) requirements for reporting) and is monitored/managed respecting the regulations for the storage and retention of information under the Archives Act and Privacy legislation. LIMS-Plus operates in a Protected 'B' security environment via Contivity and subject information for Protected 'C', Secret or Top Secret is not entered or maintained in the LIMS-Plus system. LIMS-Plus administration has a feature to 'sequester' information if required for sensitive case information to restrict access to data to a specific user.

Class of Individuals: Individuals involved in or the subject of criminal, municipal, provincial and federal statute investigations.

Purpose: Compiled in the administration or enforcement of the law and in the detection, prevention, or suppression of crime generally. The social insurance number (SIN) is used only for the following purposes: to establish the accurate identification of an individual; to aid in the identification of a deceased person and locate their next-of-kin; or to identify and locate the owner of lost or stolen property that has a SIN inscribed.

Consistent Uses: This information is used by accredited domestic and foreign law enforcement and foreign investigative agencies, departments of the Criminal Justice System and Courts in the administration or enforcement of the law and in the detection, prevention, or suppression of crime generally. This information is also used by federal departmental security officers for security and reliability screening. Records are created by RCMP recruiting units that reflect indices checks that are conducted in order to determine the suitability of applicants for the RCMP. Firearms Officers are provided a subset of PIRS, PROS, PRIME, Halifax Records Management System information to enable them to administer the Firearms Licensing Program. PIRS information is provided to the Firearms Officers through direct access to a limited subset of PIRS data which is used to populate Firearms Interest Police (FIP) persons category of the Canadian Police Information Centre (CPIC) which fit the general criteria of Section 5 (2) of the Firearms Act. This information may also be used for research, planning, training, evaluation and statistical purposes and may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Records in this bank are retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 91/015, 95/003, 95/009, 95/011, 96/010, 96/023, 96/024, 99/017 and 2005/006

Related PR#: CMP INV 001

TBS Registration: 000997

Bank Number: CMP PPU 005

Protective Policing Directorate

Indices Checks – For the Protection of Persons of National and International Importance

Description: This bank contains personal information on individuals who have applied for media accreditation or who, by virtue of their employment, will be in close proximity to visiting national or international dignitaries. This bank contains biographical data supplied by individuals and is used to determine their eligibility to obtain media accreditation; and biographical data on individuals who will have access to areas where a visiting national or international dignitary may be. In addition to the requirements on the Personal Information Request Form, individuals must identify details pertaining to the VIP visit such as name of visiting dignitary, dates and location of visit, in order to retrieve and expedite the processing of this request.

Class of Individuals: The information relates to media personnel and technicians, and any person who may be in close proximity to the VIP by virtue of their employment.

Purpose: Purpose is to determine eligibility to obtain media or service accreditation for a specific visit, and to comply with the mandate of Protective Services.

Consistent Uses: This information is used by accredited domestic law enforcement agencies to support decisions as to whether media/service accreditation will be granted. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Records within this bank are retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 89/025, 91/015, 95/009, 96/023, 96/024, 98/021, 99/006, 2005/002 and 2005/006

Related PR#: CMP ADM 001

TBS Registration: 001007

Bank Number: CMP PPU 060

Public Affairs and Information

Access Request Records

Description: This bank contains personal information on individuals who have previously submitted a Personal Information Request Form and/or an Access to Information Request Form concerning RCMP information banks as well as on individuals who have been the subject of a consultation request from another government institution. It contains previously submitted Personal Information Request Forms, Correction Requests, Access to Information Request Forms, the replies to such requests, appeals and information relating to their processing (ATIP Flow and ATIP Image). When requesting access to this bank, in addition to the requirements indicated on the Personal Information/Access to Information Request Form, individuals must also provide their full name and date of birth.

Class of Individuals: Individuals who have previously submitted Personal Information/Access to Information Request Forms concerning information obtained or prepared by the RCMP.

Purpose: To comply with the Privacy Act and the Access to Information Act, to process Personal Information/Access to Information Request Forms, and for research, planning, evaluation and statistical purposes.

Consistent Uses: The information is used for the processing of Personal Information/Access to Information Request Forms for other RCMP information banks. This information is also used for research, planning, evaluation and statistical purposes.

Retention and Disposal Standards: Records within this bank are retained for two calendar years from the date of the last piece of correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated it shall be destroyed.

RDA Number: 89/025, 91/015, 96/023, 99/006 and 2005/006

Related PR#: CMP ADM 001

TBS Registration: 001005

Bank Number: CMP PPU 045

Information Disclosed to Investigative Bodies

Description: This personal information bank contains a copy of the written access request or Treasury Board form 350-56(83/2): Request for Disclosure to Federal Investigative Bodies, forwarded by investigative bodies listed in Schedule II of the Privacy Act to the RCMP under

paragraph 8(2)(e). This bank also contains the replies to such requests and particulars concerning information related to their processing. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and date of birth.

Class of Individuals: Individuals who have been involved in investigations under the Criminal Code, federal and provincial statutes and municipal bylaws are included in this bank.

Purpose: This information was compiled to comply with the Privacy Act, to enable RCMP to account for the number of requests under paragraph 8(2)(e) of the Privacy Act.

Consistent Uses: This information will allow the Privacy Commissioner to audit the procedures utilized as set out in Treasury Board Guidelines 3.7.5. This information is used to verify the conditions of disclosure to federal law enforcement bodies under paragraph 8(2)(e) of the Privacy Act and to account to the Privacy Commissioner for the number of access requests received annually under the Privacy Act.

Retention and Disposal Standards: Personal information in this bank will be kept for two years after date of last correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 96/023

Related PR#: CMP OPS 001

TBS Registration: 003207

Bank Number: CMP PPU 050

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Personnel Security Screening

Relocation

Travel

Manuals

- Administration Manual
- Career Management
- CPIC Reference Manual

- Financial Management
- Firearms Training
- Forensic Identification
- Health Services
- Informatics
- Laboratory Services
- Operational Manual
- Pay Procedures
- Property Management
- Protective Policing
- Tactical Operations
- Training
- Uniform and Dress

Reading Room

In accordance with the Access to Information Act, members of the public may examine the basic and subsidiary manuals governing the administration and operation of the Royal Canadian Mounted Police at:

Ministry of the Public Safety and Emergency
Preparedness Canada,
340 Laurier Avenue West
Ottawa, Ontario

(Hours: 8:00 to 15:00)

Reading room facilities are also available regionally. Individuals who wish to avail themselves of this service must contact the Access to Information and Privacy Coordinator to set an appointment.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the RCMP and its various programs and functions may be directed to:

Royal Canadian Mounted Police Public Affairs
Directorate
1200 Vanier Parkway
Ottawa, Ontario K1A 0R2
Telephone: 613-993-1085

Royal Canadian Mounted Police External Review Committee

Chapter 154

The annual update for this institution was not received for inclusion in the 2007–2008 version of this Info Source publication. The following is from the 2006–2007 version of Info Source.

General Information

Background

The Royal Canadian Mounted Police External Review Committee was created on December 18, 1986 as a result of the 1976 Report of the Commission of Inquiry Relating to Public Complaints, Internal Discipline and Grievance Procedure within the Royal Canadian Mounted Police.

Responsibilities

The RCMP External Review Committee is a neutral third party that provides an independent and impartial review of certain types of grievances, and of formal disciplinary, discharge and demotion appeals referred to it by the Royal Canadian Mounted Police, pursuant to the RCMP Act. The Committee reports annually to Parliament through the Minister, Public Security and Emergency Preparedness Canada. The Committee may institute hearings, summon witnesses, administer oaths and receive and accept such evidence or other information as the Committee sees fit. The findings and recommendations of the Chairperson or the Committee are sent to the parties and the Commissioner of the Royal Canadian Mounted Police for his decision.

Legislation

- RCMP External Review Committee Rules of Practice and Procedure
- Regulations pursuant to the RCMP Act
- Royal Canadian Mounted Police Act

Organization

The RCMP External Review Committee is designated as a department within the meaning of and for the purposes of the Financial Administration Act. Treasury Board is its employer.

The Committee is responsible for the operational review of certain types of grievances, and of formal disciplinary, discharge and demotion appeals referred to the Committee by the Royal Canadian Mounted Police. The review program provides an analysis and reporting service and associated procedural, logistical and outreach services required to support an orderly and effective review process.

Membership

The Committee can be made up of a chairperson, a vice-chairperson and three other members, all appointed by the Governor in Council. The Chairperson is a full-time member, and is the chief executive officer of the Committee.

Executive Director & Senior Counsel (EXE)

The Executive Director is responsible to the Chairperson for the administration of the case review function. He/she is responsible for providing strategic leadership, as well as developing and implementing the Committee's management framework, its strategic priorities, its business plan, and its financial and human resources, and the political and legislative challenges facing the Committee. As Senior Counsel he/she is accountable for directing the provision of legal advice, interpretation and opinions to the Committee.

Information Holdings

Program Records

Access to Information and Privacy Activities and Policy

Description: Information on Committee policies and procedures regarding the Access to Information Act and the Privacy Act.

Topics: Policy, procedures and report files; updates to Info Source; statistical and activity reports.

Access: By subject.

Program Record Number: ERC EXE 055

Case Review

Description: Information on disciplinary appeals, discharge and demotion appeals, and grievance

cases referred to the Committee pursuant to the RCMP Act for review and disposition.

Topics: Case files; case analyses; findings and recommendations.

Access: By case file.

Program Record Number: ERC EXE 041

Communications

Description: Information on the mandate of the Committee for distribution to the public and to stakeholders.

Topics: Quarterly "Communiqués"; Annual Reports; mandate information.

Access: By subject.

Program Record Number: ERC EXE 065

Questions of Law or Jurisdiction

Description: Information on legal issues relating to the Committee's mandate and jurisdiction.

Topics: Legal opinions; analyses; draft policies.

Access: By subject.

Program Record Number: ERC EXE 020

Research

Description: Information on the research conducted by the Committee on areas related to its mandate.

Topics: Research reports; comparative data; thematic analyses.

Access: By subject.

Program Record Number: ERC EXE 050

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Business Continuity Plans (BCP)

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Personnel

Proactive Disclosure

Procurement

Salaries and Wages

Staff Relations

Training and Development

Travel

Particular Personal Information Banks

RCMP Member Discharge and Demotion References

Description: This bank contains information on discharge and demotion of RCMP members where such process has been referred to the RCMP External Review Committee pursuant to the RCMP Act. In addition to the requirements indicated on the Personnel Information Request Form, individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

Class of Individuals: Members of the RCMP who have been subject to discharge or demotion proceedings which have been referred to the RCMP External Review Committee pursuant to the RCMP Act.

Purpose: The information is used by the RCMP External Review Committee in dealing with discharge or demotion cases referred to the Committee pursuant to the RCMP Act.

Consistent Uses: The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act.

Retention and Disposal Standards: These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting discharge and demotion case files meeting specific criteria.

RDA Number: 95/028

Related PR#: ERC EXE 041

TBS Registration: 002874

Bank Number: ERC PPU 801

RCMP Member Discipline References

Description: This bank contains information on the formal discipline of RCMP members where such discipline has been referred to the RCMP External Review Committee pursuant to the RCMP Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

Class of Individuals: Members of the RCMP who have been the subject of formal disciplinary proceedings which have been referred to the RCMP External Review Committee pursuant to the RCMP Act.

Purpose: The information is used by the RCMP External Review Committee in dealing with formal discipline cases referred to the Committee pursuant to the RCMP Act.

Consistent Uses: The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act.

Retention and Disposal Standards: These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting discipline case files meeting specific criteria.

RDA Number: 95/028

Related PR#: ERC EXE 041

TBS Registration: 002876

Bank Number: ERC PPU 803

RCMP Member Grievance References

Description: This bank contains information, forwarding comments, recommendations and decisions resulting from grievances submitted by members of the RCMP and referred to the RCMP External Review Committee pursuant to the RCMP Act. In addition to the requirements indicated on the Personal Information Request Form individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

Class of Individuals: Members of the RCMP who have submitted grievances which have been referred to the RCMP External Review Committee pursuant to the RCMP Act.

Purpose: The information is used by the RCMP External Review Committee in dealing with grievances referred to the Committee pursuant to the RCMP Act.

Consistent Uses: The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act.

Retention and Disposal Standards: These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting grievance case files meeting specific criteria.

RDA Number: 95/028

Related PR#: ERC EXE 041

TBS Registration: 002875

Bank Number: ERC PPU 802

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Business Continuity Plans (BCP)

Electronic Network Monitoring Logs

Hospitality

Personnel Security Screening

Travel

Classes of Personal Information

General Administrative Documentation

In the course of conducting the activities and program of the RCMP External Review Committee, categories of personal information are accumulated which are not contained in the specific information banks described in this entry. Examples of such personal information include routine correspondence of an administrative nature, contracts for personal and professional services and unsolicited applications for employment. This information is normally filed by general subjects and is retrievable only if specifics are provided concerning the data and subject matter. The retention periods for these classes of personal information are controlled by the records schedules of the general subject files in which they are stored.

Additional Information

Requests for further information on the RCMP External Review Committee may be directed to:

Executive Director and Senior Counsel
RCMP External Review Committee
P.O. Box 1159, Station B
Ottawa, Ontario K1P 5R2

Telephone: 613-998-2134
Facsimile: 613-990-8969
E-mail: org@erc-cee.gc.ca
Internet: www.erc-cee.gc.ca

Reading Room

In accordance with the Access to Information Act, members of the public may examine the basic and subsidiary manuals governing the administration and operations of the RCMP External Review Committee at the:

Public Safety and Emergency Preparedness
Canada
340 Laurier Avenue West
Ottawa, Ontario
Hours: 8:00 to 15:00

Saguenay Port Authority

Chapter 155

The annual update for this institution was not received for inclusion in the 2007–2008 version of this Info Source publication. The following is from the 2006–2007 version of Info Source.

General Information

Background

The Saguenay Port Authority was created May 1, 1999 by Letters Patent issued on that date and delivered by the Minister of Transport pursuant to Section 8 of the Canada Marine Act. Therefore, the Saguenay Port Authority is a Canadian Port Authority and an agent of Her Majesty in right of Canada within the framework of the Canada Marine Act.

Before May 1, 1999 the Saguenay Port Authority was a non corporate port as per the Canada Ports Corporation Act and was called the «Port of Saguenay».

Responsibilities

The Port of Saguenay contributes to the implementation of a National Marine Policy that provides Canada with the marine infrastructure that it needs and that offers effective support for the achievement of local, regional and national social and economic objectives and will promote and safeguard Canada's competitiveness and trade objectives.

Navigable waters under the jurisdiction of the Saguenay Port Authority as well as federal real property under its management or held by it are listed in Schedule «A» and «B» of its Letters Patent.

The Saguenay Port Authority has the powers of a natural person and its authority to operate a port is limited to the power to engage in port activities related to shipping, navigation, transportation of passengers and goods, handling of goods and storage of goods, to the extent that those activities are specified in the letters patent and other activities that are deemed in the letters patent to be necessary to support port operations.

Among its rights and obligations the Saguenay Port Authority must see to the management of federal real property and personal property and

any rights related to the property. It may fix fees to be paid in respect of ships, vehicles, aircraft and persons coming into or using the port and goods and services it provides or any privilege conferred by it. As for order and safety, the Saguenay Port Authority shall take appropriate measures for the maintenance of order and the safety of persons and property in the port.

Legislation

- Canada Marine Act, C.A. 1998, Chapter C-10
- Port Authorities Management Regulations
- Letters Patent of the Saguenay Port Authority
- Interim By-Law on works of Port Authorities
- Canada Ports Corporation Operating By-law, C.R.C. 1978 chap. 1064 as modified.

Organization

Chief Executive Officer

The Chief Executive Officer of the Saguenay Port Authority, who is the head of the institution for the purposes of the Access to information Act, exercises all the powers and responsibilities pertaining to this function under the Act in question.

Administration and Traffic

This sector is responsible for financial analysis, budget forecasts, drafting of financial reports and the corporate plan, cash management, computer systems, marine traffic management within harbour limits, allocation of berths and enforcement of regulations as a port authority.

Operation and Development

This sector is responsible for the development of port business and ensures the optimal use of facilities. It also analyses industry trends, conducts market and economic studies, plans advertising, maintains and operates facilities as well as carrying out emergency planning.

Information Holdings

Program Records

Commercial Information

Description: Economic and business forecasts, commodity outlook and other commercial information.

Topics: Statistics, forecasts; commodities, rates.

Program Record Number: SAG COM 005

Corporate Plans

Description: Information on the corporate plan.

Topics: Guidelines, assessment; research; forecasts, data and cost analysis.

Program Record Number: SAG ENT 020

Engineering Services

Description: Information on the planning, design, construction and maintenance of Saguenay Port Authority.

Topics: Construction supervision; consultant management; research; drafting; tenders; work orders; inspections; progress reports and payments.

Program Record Number: SAG ING 010

Marketing

Description: Information on marketing plans and market research; analysis of commercial and financial data necessary to develop marketing plans.

Topics: Research; studies; surveys and reports; cost analysis; storage and packaging of goods; traffic; statistics.

Program Record Number: SAG MAR 015

Security

Description: Information relating to accidents and investigations.

Topics: Incident summaries; assessments; research.

Program Record Number: SAG SEC 025

Tariffs

Description: Information on the establishment of, and revisions to, tariffs.

Topics: Harbour dues; berthage rates; wharfage rates; remissions; notices.

Program Record Number: SAG TAR 030

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Audits

Budgets

Buildings

Classification of Positions

Employment and Staffing

Equipment and supplies

Finance

Human Resources

Lands

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Training and Development

Utilities

Particular Personal Information Banks

Access Request Data Bank

Description: This bank contains requests from individuals seeking information under the Access to information Act and the Privacy Act.

Class of Individuals: General public.

Purpose: This bank processes access requests and reports the total number of requests processed.

Consistent Uses: This bank is used to report on the administration of the Access to information and Privacy Acts.

Retention and Disposal Standards: Records are retained for two years and then destroyed.

TBS Registration: 004344

Bank Number: SAG PPU 015

Applications for Employment

Description: This bank contains applications received from the general public for possible employment with the Saguenay Port Authority.

Class of Individuals: General public.

Purpose: Information may be used to fill vacancies in the Saguenay Port Authority for which applicants have suitable qualifications.

Consistent Uses: The bank provides a record of the information used in staffing a position.

Retention and Disposal Standards: Records are retained for one year and then destroyed.

TBS Registration: 004343

Bank Number: SAG PPU 010

Claims

Description: This bank contains information relating to settlements by and against the Saguenay Port Authority.

Class of Individuals: General public, companies and institutions of Canadian or foreign extraction.

Purpose: This bank documents the settlements of all claims by or against the Saguenay Port Authority.

Consistent Uses: This bank documents the legal settlements of all claims by or against the Saguenay Port Authority.

Retention and Disposal Standards: Records are retained for two years after the settlement and then destroyed.

TBS Registration: 004345

Bank Number: SAG PPU 020

Personal Service Contracts

Description: This bank contains the terms and conditions of individuals employed on contract to the Saguenay Port Authority.

Class of Individuals: General public.

Purpose: The purpose of this bank is provide documentation and authorization for personal service contracts.

Consistent Uses: This bank is used to record payment to individuals for income tax purposes as well as budgetary spending.

Retention and Disposal Standards: Records are retained for six years after expiry of the contract and then destroyed.

TBS Registration: 004342

Bank Number: SAG PPU 005

Property Services

Description: This bank contains information on the property that is managed by the Authority and tenants.

Class of Individuals: General public.

Purpose: This bank is used to document property transactions between Her Majesty, the Saguenay Port Authority and general public such as leases, agreement, sale, exchange or purchase of lands.

Consistent Uses: The information in this bank is used to document the decision process in property matters.

Retention and Disposal Standards: Records are retained for an indeterminate period.

TBS Registration: 004346

Bank Number: SAG PPU 025

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Personnel Security Screening

Classes of Personal Information

In the course of conducting the programs and activities of the Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes requests for information, expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

- Engineering Policies and Procedures
- Financial Management Policies and Guidelines
- Operating By-law
- Operational Procedures and Guidelines Manual
- Port Authorities Management Regulations

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Saguenay Port Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Saguenay Port Authority.

Requests for further information about Saguenay Port Authority and its various programs and functions may be directed to:

Saguenay Port Authority
6600 Quai-Marcel-Dionne Road
La Baie, Quebec G7B 3N9

Telephone: 418-697-0250

Facsimile: 418-697-0243

E-mail: info@portsaguenay.ca

Internet: www.portsaguenay.ca

Reading Room

Saguenay Port Authority has designated office space at its offices as a reading room for the purposes of the Access to Information Act. The address is:

6600 Quai-Marcel-Dionne Road
Ville de Saguenay arrond La Baie, Quebec

Sahtu Land & Water Board

Chapter 156

The annual update for this institution was not received for inclusion in the 2007–2008 version of this Info Source publication. The following is from the 2006–2007 version of Info Source.

General Information

Background

The Sahtu Land & Water Board is a regulatory authority that has its origins from the land claim process in the Sahtu Settlement Area of the Northwest Territories. The Sahtu Settlement Area or Sahtu region as it is commonly referred to is the area where the benefits and terms of the Sahtu Dene and Metis Comprehensive Land Claim Agreement apply. It covers 280,238 square kilometres including Great Bear Lake. The five communities in the region are Colville Lake, Fort Good Hope, Tulita (formerly Fort Norman), Deline (formerly Fort Franklin) and Norman Wells.

Responsibilities

The Mackenzie Valley Resource Management Act (MVRMA) which was proclaimed December 22, 1998, empowers the Sahtu Land & Water Board to regulate the use of land and water by issuing, amending, renewing and suspending land use permits and water licences throughout the Sahtu region. This authority extends to all crown, Sahtu lands and private lands. The MVRMA prescribes the Mackenzie Valley Land Use Regulations, the Northwest Territories Water Act/Regulations as the principal regulatory instruments for the Board to use.

Legislation

- Mackenzie Valley Resource Management Act
- Northwest Territories Waters Act

Organization

The Board is composed of five members including, apart from the chairperson, two members appointed on the nomination of the Sahtu Secretariat Incorporated (SSI), one member appointed on the nomination of the GNWT and one member appointed on the nomination of the

Federal Government. A Chairperson was appointed after the MVRMA was proclaimed.

The Sahtu Land & Water Board has an office in Fort Good Hope with an Executive Director, Office Administrator, Financial Controller, Permit/Licence Clerk, Land/Resource Geographer, Hydrologist, Land Technician, and Water Technician.

Information Holdings

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Account and Accounting

Administration and Management Services

Budget

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Information Technology Services

Office Appliances

Pensions and Insurance

Personnel

Procurement

Physical Security

Relocation

Salaries and Wages

Training and Development

Travel

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Electronic Network Monitoring Logs

Internal Disclosure of Wrong Doing in the Work-Place

Personnel Security Screening

Relocation

Travel

Manuals

- Land Use Permit Process
- Land Use Permit Application Form
- Water Licence Process
- Water Licence Application Form
- Rules for Public Hearings

Additional Information

See the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Sahtu Land and Water Board may be directed at the following address:

P.O. Box 1

Fort Good Hope, Northwest Territories

X0E 0H0

Telephone: 867-598-2413

Facsimile: 867-598-2325

E-Mail: sahtuadm@allstream.net

Internet: www.slwb.com

Reading Room

In accordance with the Mackenzie Valley Land Use Regulations, an area on the premises of this institution has been designated as a Public Registry reading room. The address is:

K'asho Gotine Building

Fort Good Hope, Northwest Territories

Sahtu Land Use Planning Board

Chapter 157

The annual update for this institution was not received for inclusion in the 2007-2008 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

General Information

Background

The Sahtu Land Use Planning Board is a co-management agency that has its origins in the land claim process of the Sahtu Settlement Area in the Northwest Territories. The Sahtu Settlement Area or Sahtu Region as it is commonly referred to, is the area where the benefits and terms of the Sahtu Dene and Metis Comprehensive Land Claim Agreement apply. It covers 280,238 square kilometres including Great Bear Lake. The five communities in the region are Colville Lake, Fort Good Hope, Tulita, Deline and Norman Wells.

Responsibilities

The Mackenzie Valley Resource Management Act (MVRMA) which was proclaimed December 22, 1998, empowers the Sahtu Land Use Planning Board to prepare and implement a land use plan for the Sahtu Region. This authority extends to all crown, Sahtu lands and other private lands exclusive of municipalities.

Legislation

- Mackenzie Valley Resource Management Act
- Sahtu Dene and Metis Comprehensive Land Claim Agreement

Organization

The Board is composed of five members including, apart from the chairperson, two members appointed on the nomination of the Sahtu Secretariat Incorporation (SSI), one member appointed on the nomination of the GNWT and one member appointed on the nomination of the Federal Government. A Chairperson is appointed after nomination by the other four members.

The Sahtu Land Use Planning Board has an office in Fort Good Hope staffed with a Senior Planner, Office Manager, and a Senior Planner Trainee. We also employ field workers in each community.

Information Holdings

Program Records

Natural Resources Program

Description: Information collections about the renewable and non-renewable resources of the Sahtu Region.

Program Record Number: SLP NRP 005

Social Sciences Program

Description: Information about the people and communities of the Sahtu Region such as demographics, socio-economics, and traditional knowledge.

Program Record Number: SLP SSP 005

Land Use Planning Process

Description: Information about the land use planning process and procedures employed by the Sahtu Land Use Planning Board.

Program Record Number: SLP LUP 005

Promotional Materials

Description: Promotional materials about the Board such as, brochures, pamphlets, etc.

Program Record Number: SLP PRO 005

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Audits

Budgets

Employment and Staffing

Equipment and Supplies

Finance

Human Resources

Office Appliances

Personnel

Training and Development

Utilities

Vehicles

Additional Information

See the INTRODUCTION to this publication for information on access procedures under the provision of the Access to Information Act and the Privacy Act.

Requests for further information about the Sahtu Land Use Planning Board may be directed to:

Office Manager
Sahtu Land Use Planning Board
P.O. Box 235
Fort Good Hope, Northwest Territories
X0E 0H0

Telephone: 867-598-2055
Facsimile: 867-598-2545
E-mail: info@sahtulanduseplan.com
Internet: www.sahtulanduseplan.com

Library

The Board maintains a small library of materials related to land use planning at our office in Fort Good Hope. These materials are available to the public, subject to our borrowing procedures.

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

House 37010
Fort Good Hope, Northwest Territories

Saint John Port Authority

Chapter 158

General Information

Background

The Saint John Port Authority was established pursuant to the Canada Marine Act, which received Royal Assent on the 11th day of June 1998 and came into force with respect to Saint John on May 1st 1999. The Canada Marine Act repealed the Canada Ports Corporation Act of 1983, which amended the National Harbours Board Act of 1936, the Government Harbours and Piers Act and the 1964 Harbour Commissioners Act. As a consequential amendment, the Port Authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

The Canada Marine Act created 18 Port Authorities with their own Letters Patent and responsible to Parliament through Transport Canada.

Responsibilities

The role of the Saint John Port Authority is to facilitate and expand the movement of cargo and passengers through the Port of Saint John, provide facilities, services and technologies that are competitive, safe, commercially variable, dependable and customer oriented and to operate with broad public support in the best interests of Canadians.

Legislation

- Canada Marine Act, R. S. C. 1998, chapter C-10
- Management Regulations
- Operating Regulations

Organization

President and Chief Executive Officer

The President and Chief Executive Officer of the Saint John Port Authority is the Head of the Institution for the purposes of the Access to Information Act and exercises all the powers and responsibilities pertaining to this function under the Act in question.

Finance and Technical Services

This department is made up of Accounting, Finance, Statistics, General and Property Administration, Information Systems, Engineering Services, Environmental Services, and Human Resources.

Trade Development and Operations

This department consists of Port Operations, Outside Services, Security, Customer Relations, and Market Development.

Public Relations Communications

This department is responsible for Community, Media and Government Relations, Promotion and Special Events, and Advertising.

Information Holdings

Program Records

Legal and Corporate

Description: Information relating to agreements, contracts, acts and regulations, corporate by-laws, litigation, opinions and research. Includes the minutes of the Board of Directors and Committees, and Orders in Council appointing members of the Board.

Topics: Meetings, minutes, legislation, submissions, trademarks, registration and claims.

Format: Textual, Electronic.

Program Record Number: SJPA LEG 005

Harbour Operations

Description: Information relating to traffic, vessels, safety, emergency planning, and related subjects.

Topics: Accident and incident; navigation, anchorage; harbour headline; berthage; recreation; dangerous goods.

Format: Textual, Electronic.

Program Record Number: SJPA OPE 010

Terminal Operations

Description: Information relating to cargo, leased and non-leased facilities operations, and cruise ship operations.

Topics: Cargo and Cruise Terminals; Operators.

Format: Textual, Electronic.

Program Record Number: SJPA TER 020

Security

Description: Information relating to investigations, security, and liaisons.

Topics: Investigation and incident summaries; security service; terminals security.

Format: Textual, Electronic, Photographic.

Program Record Number: SJPA SEC 030

Cargo Handling

Description: Information relating to storage, transfer, cargo, commodities, transportation and related subjects.

Topics: Bulk, breakbulk, container and liquid cargos.

Format: Textual, Electronic.

Program Record Number: SJPA CAR 040

Port Development

Description: Information relating to future planning and policy development, growth through capital projects and includes development projects and land use plans.

Topics: Land use; land acquisition and disposition; regional/municipal use.

Format: Textual, Electronic.

Program Record Number: SJPA DEV 050

Property

Description: Information relating to the administration of the Authority's properties, property leases, licenses, easements and acquisitions and disposals of property.

Topics: Payment in lieu of taxes; metes and bounds; insurance; appraisals; leases; easements; recreational use.

Format: Textual, Electronic.

Program Record Number: SJPA PRO 060

Environmental Services

Description: Information relating to environmental assessment reports, issues and projects.

Topics: Environmental projects; audits; issues.

Format: Textual, Electronic, Photographic.

Program Record Number: SJPA ENV 070

Engineering

Description: Information relating to building management, maintenance of facilities and structures, projects design and construction.

Topics: Dredging; hydrographics; facility; construction; inspections; railways; roads: specifications and plans; standards.

Format: Textual, Electronic, Photographic.

Program Record Number: SJPA ENG 080

Marketing/Communications

Description: Information relating to media relations, press releases, client relations, marketing

analysis, advertising, promotional events and community relations.

Topics: Media; advertising, publications; contacts; community and government relations.

Format: Textual, Electronic, Photographic.

Program Record Number: SJPA MAR 090

Information Systems

Description: Information relating to information systems, hardware, software, security and access, requirements and networks.

Topics: Hardware; software; inventory operations; security; suppliers, development

Format: Textual, Electronic.

Program Record Number: SJPA INF 100

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of the Standard Program Records and a description of their contents.

Accounts and Accounting

Access to Information and Privacy Requests

Administration and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Finance

Human Resources

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Staff Relations

Training and Development

Vehicles

Particular Personal Information Banks

Access Request Data

Description: This bank contains requests from individuals seeking information under the Access to information and Privacy Act.

Class of Individuals: General public.

Purpose: The bank processes access requests and reports the total number of requests processed.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for two years after resolution and then destroyed.

RDA Number: 98/001

Related PR#: SJPA LEG 005

TBS Registration: 004460

Bank Number: SJPA PPU 005

Applications for Employment

Description: This bank contains applications from the General public for possible employment with the Saint John Port Authority.

Class of Individuals: General public.

Purpose: Information may be used to fill vacancies in the Saint John Port Authority for which the applicants have suitable qualifications.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for two years and then destroyed.

RDA Number: 98/005

Related PR#: SJPA SEC 030

TBS Registration: 004461

Bank Number: SJPA PPU 010

Board of Directors

Description: This bank contains correspondence relating to nominees, the Orders-in-Council appointing members, brief biographies and statements of qualifications.

Class of Individuals: Candidates for appointment and appointees to the Board of Directors.

Purpose: The purpose of the Bank is to assist in the appointment of individuals as directors of the Saint John Port Authority.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for five years and then transferred to National Archives.

RDA Number: 98/001

Related PR#: SJPA LEG 005

TBS Registration: 004462

Bank Number: SJPA PPU 015

Classes of Personal Information

In the course of conducting the programs and activities of the Saint John Port Authority categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes: requests for information, expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning

the subject matter, related program activity, as well as the date the information was received by the Saint John Port Authority and the name of the person to whom it was addressed. The retention periods for these types of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Relocation

Travel

Manuals

- Contingency Plan
- Official Languages
- Operating Procedures
- Policies and Guidelines
- Practises and Procedures for Vessels in Saint John Harbour

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Saint John Port Authority and its various programs and functions may be directed to:

Saint John Port Authority
133 Prince William Street, 5th Floor
Saint John, New Brunswick E2L 2B5

Telephone: 506-636-4869

Facsimile: 506-636-4443

E-mail: port@sjport.com

Internet: www.sjport.com

Reading Room

The Saint John Port Authority's library has been designated under the Access to Information Act as a public reading room. The address:

133 Prince William Street, 5th Floor
Saint John, New Brunswick

St. John's Port Authority

Chapter 159

General Information

Background

The St. John's Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998 and came into force with respect to Port Authorities on the 1st day of May, 1999. This Act repealed the Canada Ports Corporation Act of 1983 which amended the National Harbours Board Act of 1936, the Government Harbours and Piers Act and the 1964 Harbour Commissions Act.

The Canada Marine Act created 18 Port Authorities with their own specific Letters Patent and are responsible to Parliament through the Minister of Transport.

Responsibilities

The role of the St. John's Port Authority is to facilitate and expand the movement of cargo and passengers through the Port of St. John's, provide facilities, services, and technologies that are competitive, safe, commercially variable, dependable and customer oriented and to operate with broad public support in the best interests of Canadians.

Legislation

- Canada Marine Act, R.S.C. 1998, chapter C-10
- Management Regulations
- Operating Regulations

Organization

President and Chief Executive Officer

The President and Chief Executive of the St. John's Port Authority, who is the Head of the Institution for the purposes of the Access to Information Act, exercises all the powers and responsibilities pertaining to this function under the Act in question.

Operations Division

This Division consists of Marine Operations, Technical Services, Maintenance, Security, and Statistics.

Finance and Administration Division

This Division consists of Accounting, Administration, Human Resources, Finance and Information Services.

Business Development

This Division is responsible for Business Development and Marketing,

Information Holdings

Program Records

Cargo Handling

Description: Information relating to storage, transfer, cargo, commodities, transportation, and related subjects.

Topics: Bulk cargo, container cargo, liquid cargo.

Access: Filed by subject.

Format: Hard copy and/or electronic.

Program Record Number: STJPA CRH 005

Communications and Marketing

Description: Information relating to media relations, press releases, client relations, marketing analysis advertising, promotional events, and community relations.

Topics: Media clippings, advertising, corporate identity publications; promotions and events.

Access: Filed by subject.

Format: Hard copy and/or electronic.

Program Record Number: STJPA CAM 015

Engineering

Description: Information relating to buildings management, equipment, and vehicles, maintenance of facilities and structures, projects design and construction, and utilities.

Topics: Dredging and filling, specifications, and standards.

Access: Filed by subject.

Format: Hard copy and/or electronic.

Program Record Number: STJPA ENG 025

Environmental Services

Description: Information relating to environmental assessment findings, issues and checklists, and projects.

Topics: Environmental issues and projects.

Access: Filed by subject.

Format: Hard copy and/or electronic.

Program Record Number: STJPA EVS 035

Harbour Operations

Description: Information relating to traffic, vessels, safety, emergency planning, pollution, and related subjects.

Topics: Incidents, wharfage, berthage, dangerous goods.

Access: Filed by subject.

Format: Hard copy and/or electronic.

Program Record Number: STJPA HRO 050

Information Systems

Description: Information relating to hardware, software, information systems, security and access, departmental requirements, and networks.

Topics: Support; security.

Access: Filed by subject.

Format: Hard copy and/or electronic.

Program Record Number: STJPA IFS 065

Corporate Secretarial

Description: Information relative to Board of Directors and Committee minutes, and Orders in Council appointing Board members.

Topics: Submissions; legislation.

Access: Filed by subject and/or meeting date.

Format: Hard copy and/or electronic.

Program Record Number: STJPA CRS 080

Port Development

Description: Information relating to St. John's Port Authority growth through capitalization, future planning, and overall policy development. Includes land use plans, development projects and inquiries.

Topics: Construction, tendering, investigations, land use management, submissions, general correspondence.

Access: Filed by subject.

Format: Hard copy and/or electronic.

Program Record Number: STJPA PTD 095

Properties

Description: Information relating to the administration of Authority properties, property leases, licences, and easements.

Topics: Leases, agreements, maintenance, general correspondence.

Access: Filed by subject.

Format: Hard copy and/or electronic.

Program Record Number: STJPA PRP 110

Terminal Operations

Description: Information relating to cargo offshore supply operations and commercial fishing activity.

Topics: Cargo terminal; operators.

Access: Filed by subject.

Format: Hard copy and/or electronic.

Program Record Number: STJPA TRO 140

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Classifications of Positions

Employment and Staffing

Finance

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Relocation

Salaries and Wages

Travel

Particular Personal Information Banks

Applications for Employment

Description: This bank contains applications received from the general public for possible employment with the St. John's Port Authority.

Class of Individuals: General Public.

Purpose: Information may be used to fill vacancies in the St. John's Port Authority for which applicants have suitable qualifications.

Consistent Uses: To provide a record of the information and documentation used in staffing positions.

Retention and Disposal Standards: Records are retained for two years then destroyed.

RDA Number: 98/005

Related PR#: STJPA PRN 921

TBS Registration: 005034

Bank Number: STJPA PPU 005

Board of Directors

Description: This bank contains correspondence relating to nominees, the Orders-in-Council

appointing members, brief biographies and statements of qualifications.

Class of Individuals: Candidates for appointment and appointees to the Board of Directors.

Purpose: The purpose of this bank is to assist in the appointment of individuals as directors of the St. John's Port Authority.

Consistent Uses: To provide information on the appointments of Directors.

Retention and Disposal Standards: Records are retained for five years then transferred to National Archives.

RDA Number: 2002/001

Related PR#: STJPA CRS 080

TBS Registration: 005035

Bank Number: STJPA PPU 010

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Hospitality

Personnel Security Screening

Relocation

Travel

Classes of Personal Information

In the course of conducting the programs and activities of the St. John's Port Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes: requests for information; expressions of public support; offers of services; and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and the name of the person to whom it was addressed. The retention periods of these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

- Financial Management Policies and Guidelines
- Land Use Plan
- Port Authorities Operations Regulations
- Safety Manual
- St. John's Port Authority Port Emergency Plan
- St. John's Port Authority Practices and Procedures

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the St. John's Port Authority and its various programs and functions may be directed to:

St. John's Port Authority

1 Water Street

P. O. Box 6178

St. John's, Newfoundland and Labrador

A1C 5X8

Telephone: 709-738-4782

Facsimile: 709-738-4784

E-mail: info@sjpa.com

Internet: www.sjpa.com

Reading Room

St. John's Port Authority's Library has been designated under the Access to Information Act as a public reading room. The address is:

1 Water Street, 2nd Floor

St. John's, Newfoundland

Seaway International Bridge Corporation, Ltd.

Chapter 160

General Information

Background

The Seaway International Bridge Corporation, Ltd. (the Joint Venture) is an agent of The Federal Bridge Corporation, Ltd. and its U.S. counterpart, the Saint Lawrence Seaway Development Corporation. The purpose of the Joint Venture is to operate and manage the international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, based on a September 1957 joint venture agreement.

The crossing consists of two high level bridges and an interconnecting roadway and toll plaza located on Cornwall Island, in the St. Lawrence River. The crossing accommodates single lane traffic in both north and south directions.

The Federal Bridge Corporation Ltd. and the St. Lawrence Seaway Development Corporation are the owners of the bridges and roadway.

The Corporation obtains the majority of its funds from bridge tolls, and a nominal amount from leases and licenses as well as interest earned on short-term investments.

The Corporation's objectives are to: Operate and maintain an international toll bridge system; ensure the safe and efficient movement of vehicle traffic and the protection of the environment; and return annual financial surpluses to the Seaway entities

Responsibilities

The head office, located in Cornwall, Ontario, operates and manages an international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, on behalf of the owners – The Federal Bridge Corporation Ltd. of Canada and the United States Saint Lawrence Seaway Development Corporation.

Legislation

The Seaway International Bridge Corporation Ltd. was incorporated under the Canada Business Corporations Act in 1962 and is a subsidiary of the Federal Bridge Corporation Ltd. The Federal Bridge Corporation Ltd. was created under the St. Lawrence Seaway Authority Act in 1998, and owns all of the shares in the Seaway International Bridge Corporation.

Organization

The President, appointed by the Federal Bridge Corporation and 7 other Directors, all appointed by the Federal Bridge Corporation and the Saint Lawrence Seaway Development Corporation, constitute the Corporation's board of directors. The General Director, the Operation Manager and the Maintenance Manager are based on Cornwall Island in the St. Lawrence River near Cornwall, Ontario. Corporate functions include collection of tolls, maintenance of structures and roadways, and administration.

Administrative Services

These services include Office Support, accounting and purchasing. Support the board of directors by providing assistance and advice in the technical and management areas of the Corporation's organization to respond effectively to the Corporation's business needs and objectives. Oversee the integrity of the Corporation's financial statements and report to the board of directors on the financial performance of the organization. Plan and coordinate the Corporation's budget process. Treasury, legal counsel, human resources, engineering and archives management services are provided by the head office, the Federal Bridge Corporation.

Operation

This service is in charge of operating and maintaining a toll system, issue bridge passes and ensure the safe and efficient movement of vehicle traffic. Provide as well, external public relations.

Maintenance

This service is in charge of overseeing the conception of plans and term of references, put out call for tenders and manage maintenance projects related to the bridge and roadways.

Information Holdings

Program Records

Seaway International Bridge Corporation Ltd

Description: Information on The Seaway International Bridge Corporation, Ltd., the

Roosevelt Bridge, the South Channel Bridge and the North Channel Bridge and tolls.

Topics: The Seaway International Bridge Corporation Ltd, Roosevelt Bridge (relocation); New York Central Railroad Co. (purchase); Cornwall International Bridge Co. Ltd. (purchase of shares); operation and maintenance; agreement with the United States Saint Lawrence Seaway Development Corporation; South Channel and North Channel Bridges – construction, operation and maintenance, annual inspection, damages, complaints, lighting; tolls, bridge passes, toll collections equipment, toll revisions; reports on traffic statistics; shareholders', directors', and management committee meetings.

Access: The information is filed with the concerned department.

Program Record Number: SIBC SIBC 120

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Hospitality

Relocation

Travel

Particular Personal Information Banks

Accounts Payable Files

Description: Files contain the names and addresses of firms and individuals, invoices for services rendered or products provided, detailing the amount owing, and any supporting documentation to substantiate the account. Original accounts payable vouchers together with supporting documentation are maintained in hard copy and are filed by date of payment. Access to this bank will require name, address and date of account.

Class of Individuals: Individuals, firms, employees.

Purpose: The purpose of this bank is to maintain information on the payment of accounts owing to firms or individuals for having provided services or sold products to the Corporation, or for the payment of travel advances and the reimbursement of travel expenses to Corporation employees.

Consistent Uses: May be used for accounting and referential purposes.

Retention and Disposal Standards: Original accounts payable vouchers together with supporting documentation. Retained 7 years and then destroyed.

RDA Number: 72/019

Related PR#: SIBC SIBC 120

TBS Registration: 000283

Bank Number: SIBC PPU 075

Accounts Receivable Files

Description: Files contain the names and addresses of firms, individuals, details of the amounts owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. Access to the bank will require name and address.

Class of Individuals: Firms, individuals.

Purpose: The purpose of this bank is to maintain information on the recovery or payment of monies owing to the Corporation.

Consistent Uses: May be used for accounting and referential purposes.

Retention and Disposal Standards: Retained 7 years and then destroyed.

RDA Number: 72/019

Related PR#: SIBC SIBC 120

TBS Registration: 000284

Bank Number: SIBC PPU 080

Application for Employment

Description: This bank contains completed employment application forms, résumés, letters of reference and replies to applications.

Class of Individuals: Individuals seeking employment.

Purpose: This bank exists to retain applications for employment.

Consistent Uses: To support decisions regarding the referral of candidates for staffing purposes.

Retention and Disposal Standards: Retained two years and then destroyed.

RDA Number: 72/019

Related PR#: SIBC SIBC 120

TBS Registration: 001601

Bank Number: SIBC PPU 121

Bridge Passes

Description: A record of the names of individuals to whom a bridge pass has been issued and pass usage. This bank is computerized. Access to this bank will require name.

Class of Individuals: Firms, individuals, reserve inhabitants.

Purpose: To maintain a record of names of individuals to whom a bridge pass has been issued and pass usage.

Consistent Uses: May be used for referential and legal purposes.

Retention and Disposal Standards: Retained five years after litigation is settled and then kept indefinitely.

RDA Number: 72/019

Related PR#: SIBC SIBC 120

TBS Registration: 000292

Bank Number: SIBC PPU 120

Claim, Accident Files

Description: This bank includes, accident, investigation and claim reports, names and addresses of individuals or firms lodging claims or the names of persons involved in accidents. Access to this bank will require name, address and description of the accident or the reason for the claim.

Class of Individuals: Individuals, firms.

Purpose: The purpose of this bank is to maintain information relating to claims by or against the Corporation, debts due to or owed by the Corporation for damages, or remuneration for losses suffered or incurred, motor vehicle accidents, equipment and property damages, fatalities and injuries occurring to individuals.

Consistent Uses: The information is used for referential purpose.

Retention and Disposal Standards: Kept six years after settlement and then destroyed.

RDA Number: 72/019

Related PR#: SIBC SIBC 120

TBS Registration: 000282

Bank Number: SIBC PPU 070

Construction Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. Access to this bank will require name, address, contract number and description of the contract.

Class of Individuals: Firms.

Purpose: The purpose of this bank is to maintain information on the call and award of contracts for construction projects.

Consistent Uses: These files may be used for research purposes for future contract work.

Retention and Disposal Standards: Kept ten years and then retained indefinitely.

RDA Number: 72/019

Related PR#: SIBC SIBC 120

TBS Registration: 000286

Bank Number: SIBC PPU 090

Deed Files

Description: This bank contains information relating to property to be expropriated or purchased, appraisal reports, name and address of the person or firm from whom the property was obtained as well as a copy of the purchase document. The filing sequence is by document number with name of the seller appearing on the file cover. Access to this bank will require name, address and document number.

Class of Individuals: Firms, individuals.

Purpose: The purpose of this bank is to maintain information on the Corporation's acquisition of land, through expropriation or purchase, and any buildings that might be located thereon.

Consistent Uses: May be used for referential purpose.

Retention and Disposal Standards: Files are retained indefinitely.

RDA Number: 72/019

Related PR#: SIBC SIBC 120

TBS Registration: 000289

Bank Number: SIBC PPU 105

Easement Files

Description: This bank contains information relating to the granting of easement, request for a privilege, name and address of person or firm granting or obtaining the easement, establishment of a fee as well as a copy of the document. The filing sequence is by document number with the name of the firm or individual appearing on the file cover. Access to this bank will require name, address and document number.

Class of Individuals: Firms, individuals.

Purpose: The purpose of this bank is to maintain information on the granting of easements to or from the corporation for such privileges as drainage purposes, powerline, pipeline and communication line crossing purposes.

Consistent Uses: The information contained in this bank is used for reference purposes.

Retention and Disposal Standards: Files are retained for three years after expiry of privilege involved and then kept indefinitely.

RDA Number: 72/019

Related PR#: SIBC SIBC 120

TBS Registration: 000291

Bank Number: SIBC PPU 115

Lease, Licence Files

Description: This bank contains information relating to the property or services to be leased

or licensed, request for lease or licence, name and address of person or firm leasing or licensing, appraisal report, establishment of amount of rental as well as a copy of the document. The filing sequence is by document number with the name of lessee or licensee appearing on the file cover. Access to this bank will require name, address and document number.

Class of Individuals: Firms, individuals.

Purpose: The purpose of this bank is to maintain information on the leasing or licensing of land, buildings, office accommodation, parking facilities to or from the Corporation.

Consistent Uses: The information contained in this bank is used for reference purposes.

Retention and Disposal Standards: Retained 7 years after the outcome, then kept indefinitely.

RDA Number: 72/019

Related PR#: SIBC SIBC 120

TBS Registration: 000290

Bank Number: SIBC PPU 110

Procurement Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between the contractor and the corporation, correspondence and documentation for payment of the contract. Access to this bank will require name, address, contract number and description of the contract.

Class of Individuals: Firms.

Purpose: The purpose of this bank is to maintain information on the call and award of contracts for the supply of materials and equipment.

Consistent Uses: These files may be used for research purposes for future contract work.

Retention and Disposal Standards: Retained 7 years after the outcome. Then destroyed except documents pertaining to capital assets which are retained indefinitely.

RDA Number: 72/019

Related PR#: SIBC SIBC 120

TBS Registration: 000285

Bank Number: SIBC PPU 085

Professional Service Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed

contract, correspondence and documentation for payment of the contract. Access to this bank will require name, address, contract number and description of the contract.

Class of Individuals: Firms, individuals.

Purpose: The purpose of this bank is to maintain information on the call and award of contracts for the supply of professional services such as consulting, engineering, design, legal and inspection services.

Consistent Uses: These files may be used for research purposes for future contract work.

Retention and Disposal Standards: Retained 7 years after the outcome. Then destroyed except documents pertaining to capital assets which are retained indefinitely.

RDA Number: 72/019

Related PR#: SIBC SIBC 120

TBS Registration: 000288

Bank Number: SIBC PPU 100

Purchase Orders and Tender Files

Description: Files may contain a requisition for items, specifications or brochure describing the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tender submitted, documentation awarding the purchase order, delivery follow-up and price escalation correspondence. Access to this bank will require name, address and purchase order number.

Class of Individuals: Firms.

Purpose: The purpose of this bank is to maintain information on the call and award of orders for the purchase or supply of commodities, materials and equipment.

Consistent Uses: These files may be used as research for future purchase requirements.

Retention and Disposal Standards: Retained seven years and then destroyed.

RDA Number: 72/019

Related PR#: SIBC SIBC 120

TBS Registration: 000287

Bank Number: SIBC PPU 095

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Personnel Security Screening

Relocation

Travel

Manuals

- Accident Prevention Manual
- Canada Labour Code
- Operations Manual
- Personnel Manual
- Purchasing Manual
- Records Management Manual
- Emergency Response Plan Manual

Reading Room

In accordance with the Access to Information Act, an area on the premises of the following institution has been designated as a public reading room.

The address is:

The Seaway International Bridge Corporation, Ltd
Administration Building
Cornwall Island
Cornwall, Ontario

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Seaway International Bridge Corp. Ltd. under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Seaway International Bridge Corp. Ltd.

Requests for further information about The Seaway International Bridge Corp. Ltd. and its various programs and functions may be directed to:

The Seaway International Bridge Corporation, Ltd.
Counsel and Secretary

55 Metcalfe Street, Suite 1210
Ottawa, Ontario K1P 6L5

Telephone: 613-993-6880

Internet: www.sibc.ca

Email: info@federalbridge.ca

The Federal Bridge Corporation, Ltd
Counsel and Secretary

55 Metcalfe Street, Suite 1210
Ottawa, Ontario K1P 6L5

Telephone: 613-993-6880

Internet: www.federalbridge.ca

Email: info@federalbridge.ca

Security Intelligence Review Committee

Chapter 161

General Information

Background

The Security Intelligence Review Committee (Review Committee or SIRC) was established under the Canadian Security Intelligence Service Act, R.S.C. c. C-23 (CSIS Act), in July 1984.

Responsibilities

The Review Committee is an independent external review body mandated to audit and review the Canadian Security Intelligence Service's (CSIS's) performance of its duties and functions.

SIRC's authority to review the performance by CSIS of its duties and functions is described in Section 38(a) of the CSIS Act. The Committee is required by statute: first, to review the reports from the Director of CSIS to the Minister, and to review the Certificates of the Inspector General; second, to review the directions issued to CSIS by the Minister; third, to review the arrangements entered into by CSIS with federal, provincial and foreign agencies and police services; SIRC is also to monitor the information and intelligence that CSIS provides, pursuant to those arrangements; fourth, to review any report or comment made under the CSIS Act to the Attorney General by the Minister; fifth, to monitor any request made to CSIS by the Minister of National Defence or the Minister of Foreign Affairs; sixth, to review all CSIS internal regulations and policies; seventh, to compile and analyse statistics on the operational activities of CSIS; and eighth, to arrange for reviews of specific CSIS activities to be conducted by CSIS or by the Inspector General, or to conduct such reviews itself.

The statutory requirements described above are not the only reviews undertaken by SIRC. The Committee's staff occasionally prepare reports under Section 54 of the CSIS Act involving special cases that come to the attention of the Committee. These reports are submitted to the Minister of Public Safety and Emergency Preparedness Canada.

Each year, the Committee also conducts a series of reviews in a CSIS region. These cover warrants, surveillance, targeting authorizations, community interviews and other matters. Regional

reviews give SIRC an opportunity to examine how Ministerial Direction and CSIS policy actually affect the day-to-day work of investigators in the field.

The Committee also has the task of investigating complaints from the public about any CSIS action. The complaints function can be divided into four areas: (1) As stipulated by s. 42 of the CSIS Act, the Review Committee investigates complaints resulting from the denial of security clearances to government employees and contractors; (2) Under section 19 of the Citizenship Act, R.S.C. c. C-23, SIRC conducts investigations in relation to reports made by the Minister of Citizenship and Immigration about persons in relation to citizenship; (3) Under section 41 of the CSIS Act, SIRC investigates complaints lodged by persons "with respect to any act or thing" done by CSIS; and (4) SIRC investigates matters referred to it under section 45 of the Canadian Human Rights Act, R.S.C. c. H-6.

The Review Committee is required to report annually to Parliament on these matters.

Legislation

- Canadian Security Intelligence Service Act, R.S.C. c. C-23, s. 34-55
- The Canadian Human Rights Act, R.S.C. c. H-6, s. 45(6) and 46(1)
- Citizenship Act, R.S.C. c. C-29, s. 19(4)-(6)

Organization

The Security Intelligence Review Committee consists of up to five members appointed from the Queen's Privy Council for Canada. The Review Committee has a staff that conducts research and investigations in support of the Committee's mandate.

Research Section

The Research Section provides the external review of the activities of the Canadian Security Intelligence Service through research studies, the results of which are included in the Review Committee's Annual Report to Parliament.

Complaints Section

The Complaints Section investigates complaints from individuals concerning CSIS activities and complaints resulting from the denial of federal security clearances. The Complaints Section also investigates matters referred to the Review Committee from the Canadian Human Rights Commission, and the reports referred to SIRC by the Minister of Citizenship and Immigration concerning citizenship.

Information Holdings

Program Records

Complaints

Description: Information on each complaint or referral submitted to the Security Intelligence Review Committee is placed in a separate file. These files contain all correspondence, memoranda, records from investigations and hearings and reports held under the control of the Committee.

Topics: The Committee investigates complaints under section 41 and 42 of the CSIS Act, and referrals under s. 45 of the Canadian Human Rights Act, and s. 19 of the Citizenship Act.

Program Record Number: SIR COM 001

Organization and Functions

Description: This bank contains information on SIRC's organization and operations.

Topics: General correspondence, appointments, organization, complaint procedures, meetings, annual reports.

Program Record Number: SIR ORG 002

Research

Description: This bank contains information related to research projects undertaken by SIRC in order to review the compliance of CSIS activities within the provisions of the CSIS Act, Ministerial Direction, CSIS operational policy and other related legislation. These files contain work plans, correspondence, memoranda, records of interviews and reports.

Topics: Information on each research project undertaken by the Review Committee is placed on a separate file. Each research report completed by SIRC is listed in its Annual Report to Parliament.

Program Record Number: SIR RES 003

Security

Description: Information on security regulations for the handling of documents, the administration

of the personnel security program involving clearance, physical security of the building, installations and facilities.

Topics: General correspondence, physical security, security policy, secure communication equipment, classification of information.

Program Record Number: SIR SEC 004

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Administration

Administration and Management Services

Budgets

Employment and Staffing

Finance

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Personnel

Physical Security

Proactive Disclosure

Procurement

Salaries and Wages

Staff Relations

Training and Development

Travel

Particular Personal Information Banks

Complaints

Description: This bank contains the files on complaints received and investigated by the Security Intelligence Review Committee. These files contain all correspondence, memoranda, records from investigations and hearings and reports held under the control of the Committee.

Class of Individuals: Complainants, witnesses, counsel and other parties to the complaint.

Purpose: The bank is used to record and investigate complaints.

Consistent Uses: There are no consistent uses for this information.

Retention and Disposal Standards: These files have a retention period of 30 years. At the end of this 30 year period, these files are transferred to the Library and Archives of Canada (LAC) as historical records.

RDA Number: 94/016

Related PR#: SIR COM 001

TBS Registration: 004449

Bank Number: SIR PPU 005

Contracts

Description: This bank contains a record of all personnel and professional service contracts entered into by the Committee. It contains information such as contractual documents, invoices and records of payment for individual and professional services.

Class of Individuals: Individuals hired under personal service contracts by the Committee.

Purpose: The bank is used for accounting and reference purposes.

Consistent Uses: There are no consistent uses for this information.

Retention and Disposal Standards: These files are destroyed 5 years after the contract is terminated.

RDA Number: 94/016

Related PR#: SIR PRN 914

TBS Registration: 004450

Bank Number: SIR PPU 010

Staffing

Description: This bank contains information on individuals who have submitted a written application for employment to the Review Committee. The files contain a variety of information that might include completed application forms, résumés, letters of reference and correspondence acknowledging receipt of the applications.

Class of Individuals: Individuals interested in securing employment with the Committee.

Purpose: These records are consulted when employment vacancies arise.

Consistent Uses: There are no consistent uses for this information.

Retention and Disposal Standards: These records are destroyed two years after the expiry of the eligibility list or the last administrative use.

RDA Number: 98/005

Related PR#: SIR PRN 920

TBS Registration: 004452

Bank Number: SIR PPU 020

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Hospitality

Personnel Security Screening

Security Video Surveillance and Temporary Visitor

Access Control Logs and Building Passes

Travel

Classes of Personal Information

The Committee receives unsolicited opinions and requests for information. This information is not used for an administrative purpose other than to respond in some instances to the originator. This correspondence is stored in a general file and is disposed of in a manner authorized by the Librarian and Archivist of Canada. This form of personal information is normally retrievable only if specifics are provided concerning the subject and date of correspondence.

Manuals

- The "Rules of Procedure of the Security Intelligence Review Committee in Relation to its Function under Paragraph 38(c) of the Canadian Security Intelligence Service Act", adopted March 9, 1985

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Individuals wishing to make general enquiries regarding the Review Committee are requested to contact:

The Security Intelligence Review Committee
P.O. Box 2430, Station D
Ottawa, Ontario K1P 5W5

Telephone: 613-990-8441

The Security Intelligence Review Committee's Annual Reports are available on SIRC's website at www.sirc-csars.gc.ca

Reading Room

Two offices have been designated under the Access to Information Act as public reading rooms. These rooms are situated at:

Jackson Building
122 Bank Street, 4th Floor
Ottawa, Ontario

Sept-Îles Port Authority

Chapter 162

General Information

Background

The Sept-Îles Port Authority was created on May 1, 1999 by letters patent issued on that date by the Minister of Transport pursuant to Section 8 of the Canada Marine Act. Therefore, the Sept-Îles Port Authority is a Canadian Port Authority and an agent of Her Majesty in right of Canada within the framework of the Canada Marine Act.

Before May 1, 1999 the Sept-Îles Port Authority was a non-corporate port within the meaning of the Canada Ports Corporation Act and was called the «Port of Sept-Îles».

Responsibilities

The Port of Sept-Îles contributes to the implementation of a National Marine Policy that provides Canada with the marine infrastructure that it needs and that offers effective support for the achievement of local, regional and national social and economic objectives and will promote and safeguard Canada's competitiveness and trade objectives.

Navigable waters under the jurisdiction of the Sept-Îles Port Authority as well as federal real property under its management and other federal real property occupied or held by it are listed in Schedules «A» and «B» to its letters patent.

The Sept-Îles Port Authority has the powers of a natural person and its authority to operate a port is limited to the power to engage in port activities related to shipping, navigation, transportation of passengers and handling and storage of goods, to the extent that these activities are specified in the letters patent and other activities that are deemed in the letters patent to be necessary to support port operations.

Among its rights and obligations the Sept-Îles Port Authority must see to the management of federal real property and personal property and any rights related thereto. It may set the fees to be paid in respect of ships, vehicles, aircraft and persons coming into or using the port and the goods and services it provides or any privilege conferred by it. As for order and safety, the Sept-Îles Port Authority shall take appropriate measures for the

maintenance of order and the safety of persons and property in the port.

Legislation

- Canada Marine Act, S.C. 1998, chapter 10
- Canada Ports Corporation Operating By-law, C.R.C. 1978 c. 1064 as amended
- Interim By-Law on works of Port Authorities
- Letters Patent of the Sept-Îles Port Authority
- Port Authorities Management Regulations

Organization

General Manager and Chief Executive Officer

As the individual responsible for the organization, the General Manager and Chief Executive Officer performs all the activities related to port operations pursuant to the Canada Marine Act and the Access to Information Act.

Finance and Administration

This sector is responsible for financial analysis, budget forecasts, preparing of financial reports and the corporate plan, cash management, computer systems, human resources and property.

Operations

This sector is responsible for marine traffic management within the harbour limits, allocation of berths, enforcement of regulations as a port authority as well as emergency planning.

Engineering

This sector is responsible for managing capital projects and major repairs to facilities.

Maintenance

This sector is responsible for minor repairs and preventive maintenance to facilities and equipment. Equipment operation is also managed by this sector.

Information Holdings

Program Records

Business Information

Description: Documentation on economic and business forecasts, cargo overview and other business information.

Topics: Statistics; forecasts, goods; rates.

Program Record Number: SIPA COM 005

Engineering

Description: Documentation on planning, design, construction and maintenance of facilities.

Topics: Construction supervision; consultant management; research; plans; submissions; work authorities; inspections; progress reports and payments.

Program Record Number: SIPA ING 010

Marketing

Description: Documentation on the marketing plan and research in this field. Analysis of business and financial data required for the development of marketing plans.

Topics: Research; studies; surveys; inquiries; reports; cost analysis; storage and packaging of cargo; traffic; statistics.

Program Record Number: SIPA MAR 015

Corporate Plan

Description: Documentation on the corporate plan.

Topics: Guidelines; assessment; research; forecasts; data and cost analysis.

Program Record Number: SIPA ENT 020

Personal Service Contracts

Description: This bank contains the terms and conditions of contracts of employment between individuals and the Sept-Îles Port Authority.

Topics: Material and authority for personal service contracts.

Program Record Number: SIPA PER 035

Security

Description: Material and information on accidents and enquiries.

Topics: Incident reports, assessment of information and reports.

Program Record Number: SIPA SEC 025

Tariffs

Description: Material on tariff setting and revision.

Topics: Harbour dues; berthage and wharfage; remittals; notices.

Program Record Number: SIPA TAR 030

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Audit

Budgets

Buildings

Classifications of Positions

Employment and Staffing

Equipment and Supplies

Finance

Human Resources

Lands

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Training and Development

Utilities

Particular Personal Information Banks

Applications for Employment

Description: This bank contains applications received by the Sept-Îles Port Authority.

Class of Individuals: General public.

Purpose: This bank is used to fill certain positions in the Sept-Îles Port Authority for which applicants have suitable qualifications.

Consistent Uses: To provide a record of the information and documentation used in staffing a position.

Retention and Disposal Standards: Records are retained for one year and then destroyed.

RDA Number: 2002/001

Related PR#: SIPA PRN 920

TBS Registration: 004377

Bank Number: SIPA PPU 010

Claims

Description: This bank contains information relating to complaints by and against the Authority.

Class of Individuals: General public, companies and institutions of Canadian or foreign extraction.

Purpose: This bank documents the settlement of claims by or against the Authority.

Consistent Uses: This bank documents the legal settlements of all claims by or against the Authority.

Retention and Disposal Standards: Records are retained for two years after the settlement and then destroyed.

RDA Number: 2002/001

Related PR#: SIPA PRN 901

TBS Registration: 004379

Bank Number: SIPA PPU 020

Property Services

Description: This bank contains basic information on properties managed by the Sept-Îles Port Authority or tenants of these properties.

Class of Individuals: General public.

Purpose: This bank is used to document property transactions such as leases, agreements, sales, exchange or purchase of lands between Her Majesty, the Sept-Îles Port Authority and the general public.

Consistent Uses: This bank is used to document the decision-making process in property matters.

Retention and Disposal Standards: Records are retained for an undetermined period of time.

RDA Number: 2002/001

Related PR#: SIPA PRN 906, SIPA PRN 907

TBS Registration: 004375

Bank Number: SIPA PPU 025

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Classes of Personal Information

In the course of conducting the programs and activities of the Sept-Îles Port Authority, classes of personal information may be accumulated that are not included in the specific personal information banks described above. Such personal information may include: requests for information, expressions of public support, offers of services and complaints. This information is stored in the central registry files, where records are not normally retrieved by name or other identifier.

This form of personal information is normally retrievable if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Sept-Îles Port Authority, and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules for the general subject files in which they are stored.

Manuals

- Directives and Standing Orders Manual
- Engineering Policies and Procedures
- Financial Management Policies and Directives
- Operating Bylaw
- Port Authorities Management Regulations

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Sept-Îles Port Authority may be directed to:

Sept-Îles Port Authority
1 Quai Mgr-Blanche
Sept-Îles, Quebec G4R 5P3

Telephone: 418-968-1231

Facsimile: 418-962-4445

Internet: www.portsi.com

Reading Room

The Sept-Îles Port Authority has designated one of its offices as a reading room for the purposes of the Access to Information Act. The address is:

Sept-Îles Port Authority
1 Quai Mgr-Blanche
Sept-Îles, Quebec

Social Sciences and Humanities Research Council of Canada

Chapter 163

General Information

Background

The Social Sciences and Humanities Research Council (SSHRC) is a federal granting agency whose mandate, as stated in the Social Sciences and Humanities Research Council Act, is to promote and assist research and scholarship in the social sciences and humanities, and to advise the Minister on matters relating to such research as the Minister may refer to the Council for its consideration. The Council's funds are voted by Parliament, and are used to support research and training in the social sciences and humanities, through fellowships, research grants, strategic research grants, the Initiative on the New Economy, the Canada Research Chairs Program, and the Indirect Costs Program. The Council also provides funding for the dissemination of research results, as well as other research-related activities.

Responsibilities

The Council's objectives are to enhance the advancement of knowledge by supporting research excellence in the social sciences and humanities; to support strategic research in fields of national importance; to help ensure Canada's national capacity for research and expertise in the social sciences and humanities by supporting advanced training in these disciplines; to facilitate communication among scholars in Canada and abroad, and to promote awareness and use of results funded by the Council within the academic community, the public and private sectors, and among the general public. In addition, the Council performs a leadership role in research policy in Canada through consultations and liaison with government and the scholarly community.

Legislation

- Social Sciences and Humanities Research Council Act. 1976-77, c. 24, s.2
- Social Sciences and Humanities Research Council By-Law.

Organization

President

The President is the chief executive officer of the Council and is responsible, overall, for managing and directing the work of the Council staff in the development and delivery of programs.

Common Administrative Services Directorate

This Directorate provides administrative support to the Council in the areas of human resources, information systems, finance, administration, and information management.

Programs Branch

This Branch is responsible for the delivery of the Council's grants and fellowships programs which allow researchers to explore and develop expertise in a wide variety of disciplines, as well as to target research to specific social needs. The Council's programs also provide support for research training and research communication activities. The Programs Branch has two divisions: Fellowships and Institutional Grants, and Research and Dissemination Grants.

Partnerships Branch

This Branch is responsible for the delivery of programs that allow researchers, institutions or groups to support targeted research on pressing social, economic and cultural issues. These programs may be funded solely by SSHRC, or jointly funded in cooperation with other organizations. This branch also delivers programs that increase the impact of research through strengthened relationships between researchers and the general public.

Executive Vice-President's Directorate

Corporate Secretariat

This unit performs secretariat functions for the Council. It coordinates the meetings of the SSHRC Council and several standing committees. It also coordinates Council activities pertaining to the Access to Information and Privacy (ATIP) Act, the Canadian Environmental Assessment Act, the Tri-Council policy statement on the Ethical Treatment

of Human Participants in Research and the Tri-Council Policy Statement on Integrity in Research and Scholarship.

Corporate Performance, Evaluation and Audit Division

This Division is responsible for developing and implementing the Council's evaluation plan and its internal audit plan based on the assessment of risks, in line with federal policies, regulations and requirements. It is accountable for developing the Council's performance and accountability frameworks and reports, including the Departmental Performance Report, and ensuring the continued improvement of performance measurement strategies across the organization.

Policy, Planning and International Affairs Division

This Division is responsible for the development and establishment of the Council's strategic directions and of Council-wide policies, the integration of corporate planning in an effective framework, the management and analysis of corporate statistics, and the development and implementation of national and international outreach strategies. It undertakes research activities and conducts policy analyses on factors affecting the evolution of social sciences and humanities. It also participates actively in a wide range of policy forums, and provides advice on issues that affect the country as a whole.

Communications Division (former Public Affairs Division)

This Division has primary responsibility for the Council's internal and external communications, public and media relations, and for the implementation of communications policy and strategy. It provides information about Council programs and activities to the scholarly community, government, the media, and the general public and is responsible for the design and content of the Council's web site.

Information Holdings

Program Records

Aid to Research Workshops and Conferences in Canada

Description: Includes information related to the administration of a program that provides grants

to researchers to assist in defraying the costs of organizing workshops and conferences. Records may include information on proposed conferences and workshops, their themes, proposed activities, durations, timelines and organizers; the use of granted funds; briefings and proposals related to the development, administration and ongoing evolution of the program; and information for the public on program descriptions; eligibility criteria; and application procedures.

Note: Formerly known as the Occasional Research Conferences and International Congresses in Canada.

Topics: Applications; final research reports; financial reports on use of funds; briefing notes; memoranda; web pages; data contained in SSHRC's Awards Management Information System; competition results; statistical reports.

Program Record Number: SHR IDR 175

Aid to Research and Transfer Journals

Description: Includes information related to the administration of a program that provides grants that help defray a scholarly journal's administrative, printing, mailing and distribution costs. Records may include descriptions of journal content and audience, organizational structures and plans of scholarly journals, subscription information, budgets, reports on the use of granted funds; feedback from review committees on proposals; competition results; briefings and proposals pertaining to the development, administration and ongoing evolution of the program; and information for the public on program descriptions; eligibility criteria; application procedures.

Topics: Applications; final research reports; briefing notes; memoranda; web pages; application data entered into SSHRC's Awards Management Information System; competition results; statistical reports.

Program Record Number: SHR IDR 125

Aid to Scholarly Publications

Description: Information on the administration, by the Canadian Federation for the Humanities and Social Sciences, of a program providing partial assistance to publishers for the publication of works of advanced scholarship. Records contain briefing materials on policies, procedures and activities relating to the administration of the program.

Topics: Memoranda and briefing notes.

Program Record Number: SHR IDR 145

Aid to Small Universities

Description: Documents pertaining to the administration of a program to assist small universities. Records contain information on project plans, budgets, and participants; uses of granted funds; competition results; committee member recruitment and support; briefings and proposals pertaining to the development, administration evaluation of the program; information for the public on the program description, eligibility criteria and application procedures.

Topics: Applications; reports on the uses of funds; briefing notes and memoranda; web pages; data from applications and financial administration forms entered into SSHRC's Awards Management Information System; competition results; statistical reports.

Program Record Number: SHR RES 090

Canada Research Chairs Program

Description: Nominations submitted by institutions, of candidates for research chairs. Grants provide research and salary support to outstanding researchers at Canadian universities, as well as for students under a chair-holder's supervision. Records may include information on nominees for chairs; reviewers' comments on submissions; letters of support; nomination results; briefings and proposals pertaining to the development, administration and ongoing evolution of the program; information for the public on the program description, nomination procedures and profiles of chair-holders; letters of agreement and MOUs with other departments and programs.

Topics: Nomination forms; final research reports on uses of granting funds; budgets; briefing notes; memoranda; web pages; nomination and financial data contained in the CIMS database; statistical reports on nomination results; annual report forms; surveys.

Program Record Number: SHR CHA 001

Community-University Research Alliances

Description: Applications submitted by community organizations and university institutions for grants to support community-university research partnerships to address issues of common concern.

Topics: Includes descriptions of proposed research activities, budgets and participants; data from applications and financial administration forms entered into SSHRC's Awards Management Information System.

Program Record Number: SHR RES 091

Corporate Secretariat Documents

Description: Official records and minutes on meetings held under the auspices of the Council;

records on legal matters, on nominations to Council committees, Access to Information and Privacy requests; and issues pertaining to environmental assessment, research involving human participants, and scholarly integrity issues.

Topics: Minutes, briefing notes, agendas; notices; Memoranda of Understanding between institutions and the Council, documentation pertaining to Access to Information and Privacy requests, directives from Treasury Board; correspondence.

Program Record Number: SHR SEC 005

Corporate Policy, Planning and International Affairs

Description: Information on the plans, programs and budgets of the Council.

Topics: Strategic plans; briefing notes on new initiatives and programs; grants and scholarships budgetary information; studies and reports; briefing material for the Industry Minister's office; statistical analyses of SSHRC granting programs.

Program Record Number: SHR EVA 020

Corporate Evaluation, Performance and Audit Division

Description: Information on the evaluation of the Council's programs and corporate audits.

Topics: Survey results, analyses and reports, prepared by Council staff or consultants; of progress in program accomplishments in relation to program goals; results of corporate audits, memoranda and briefing notes pertaining to the administration of the Division.

Program Record Number: SHR EVA 021

Fellowships

Description: Documents pertaining to the administration of a program providing funding to carry out studies leading to a master's degree, a doctoral degree, or to carry out a program of postdoctoral studies. Information contains descriptions of proposed plans of study; briefings and proposals pertaining to the development and ongoing evolution of the program; reports from referees; committee member recruitment and membership; information for the public on program description, eligibility criteria and application procedures.

Topics: Applications; briefing notes and memoranda; web pages; final reports on research activities associated with postdoctoral fellowships; data from applications and financial administration forms entered into SSHRC's Awards Management Information System; competition results; statistical reports.

Program Record Number: SHR FEL 220

Indirect Costs Program

Description: Annual requests submitted by eligible institutions for an indirect costs grant.

Topics: Treasury Board submissions; lists of eligible institutions; schedule of payments; request forms; outcomes report forms; statement of account forms; reports to the Minister; financial reporting and monitoring procedures; minutes of inter-agency working group; data breakdowns.

Program Record Number: SHR CHA 002

Initiative on the New Economy (INE)

Description: Applications submitted by scholars and community groups for grants under the following INE programs: Development Grants (ended 2003), Public Outreach Grants, Research Grants (ended 2004), Research Alliances (ended 2003), Collaborative Research Initiatives (ended 2003), The Canada Project (ended 2004), The CESC-SSHRC Education Research Initiative (ended 2004), The Crossing Boundaries Research Initiative, The Skills Research Initiative (ended 2004) and the INE Data and Statistics Seminars (ended 2002). Information may contain descriptions of proposed research projects, networking activities or dissemination activities, participants, and budgets.

Topics: Applications; final research reports; briefing notes; memoranda; web pages; data from applications and financial administration forms entered into SSHRC's Awards Management Information System.

Program Record Number: SHR INE 001

Internal Program Committees

Description: Information on program planning committees, operations committees, task forces, policy review committees, and selection committees.

Topics: Records and minutes of meetings; reports; committee membership; correspondence.

Program Record Number: SHR FEL 220, STR 115 and RES 060

Joint Initiatives

Description: Applications submitted by scholars, institutions and groups for grants under bi-laterally funded Joint Initiatives programs. Currently running programs include: Canadian Initiative on Social Statistics (CISS) Data Training Schools, Immigration and the Metropolis, Infrastructure Canada: Peer Reviewed Research Studies Program, Official Languages Research and Dissemination Grants, and Sports Participation Research Initiative. Completed programs include: Aboriginal Affairs (ended 1995), Access to Statistics Research Data Centres, Arts Literacy in Canada (ended

1992), Canada in the World Grants (ended 2002), Canadian Alliances for Health Research (transferred to CIHR in 2000), Canadian Forest Service Graduate Supplements (ended 2006), Canadian Global Change (ended 1992), Canadian Health Services Research Foundation (ended 2001), Canadian Tobacco Control Research Initiative Planning Grants (ended 2003), Chairs in the Management of Technological Change (ended 2002), CHSRF/SSHRC BIOCAP (ended 2003), CIHR/SSHRC/NHRDP Health Career Awards (ended 2000 – responsibility transferred to CIHR), CMHC-SSHRC CURAs in Housing Program (ended 2000), Cultural Development in an Open Economy (ended 1992), Culture and Health of Canadians II (ended 2000; transferred to CIHR), Doctoral and Postdoctoral Fellowships Supplements (ended in 2004), Essential Skills (ended 2005), Family Violence and Violence against Women (ended 1997), Federalism and Federations (ended 2003), Forest Research Partnerships (ended 2006), Health Institutes Design Grants (ended 1999), Health Promotion in Canada (ended 1995), Innovation System Research Network (ended 2001), Integration of Persons with Disabilities (ended 1996), Intellectual Property Mobilisation (formerly known as Intellectual Property Management) (ended 2005), Knowledge Outreach contributions program, Law and Social Issues (ended 1992), Multiculturalism Issues in Canada, Oceans Management National Research Initiative (ended 2004), Project on Trends (ended 2001), Reducing Health Disparities of Vulnerable Populations (managed by CIHR), Relationships in Transition (ended 2005), Science Culture in Canada (ended 1995), Society, Socio-Demo-Economic Project (ended 1993), Technology Partnerships Program (ended 1997), The Non-Profit Sector in Canada (Kahanoff Foundation) (ended 2001), Tri-Council Workshop/Networking Program (ended 2002), Valuing Literacy in Canada (ended 2004), Virtual Scholar in Residence (ended 2005).

Topics: Applications; final research reports; briefing notes; memoranda; web pages; data from applications and financial administration forms entered into SSHRC's Awards Management Information System.

Program Record Number: SHR STR 117

Knowledge Products and Mobilisation

Description: Information on the operation and activities of former Knowledge Products and Mobilisation Division.

Topics: Concept papers; discussion papers; Knowledge Mobilisation (KM) pilot initiatives; KM strategies; speeches; presentations; administrative documents related to special projects and events, and knowledge network development.

Program Record Number: SHR KPM 001

Major Collaborative Research Initiatives

Description: Documents pertaining to the administration of a program that funds large-scale research projects that address broad and critical issues of intellectual, social, economic and cultural significance. Records may include information on proposed research projects, project participants, proposed budgets, plans for student training; the use of granted funds; mid-term evaluations of funded projects; reviewers' comments on proposals; competition results; briefings and proposals pertaining to the development, administration and ongoing evolution of the program; and information for the public on program descriptions, eligibility criteria, and application procedures.

Topics: Applications; final research reports; briefing notes; memoranda; web pages; data from applications and financial administration forms entered into SSHRC's Awards Management Information System.

Program Record Number: SHR RES 042

Molson Prize for the Social Sciences and Humanities

Description: Information related to the Molson Prize awarded in recognition of an exceptional contribution in the social sciences or humanities.

Topics: Briefing notes and memoranda pertaining to the administration of the program.

Program Record Number: SHR PRO 010

Presidential Fund for Innovation and Development

Description: Information related to a program that supports activities that cannot benefit from the assistance available under the Council's other programs.

Topics: Memoranda and briefing notes; descriptions of proposed research projects, proposed budgets and research participants; program and financial data entered into SSHRC's Awards Management Information System; narrative and financial information on the use of granted funds.

Program Record Number: SHR COR 034

Communications

Description: Information on the Council's activities, programs, policies and publications,

intended for use by the general public, by users of Council programs and by participants in Council adjudication processes.

Note: Formerly known as Public Affairs.

Topics: Annual Reports; news releases; press clippings; speeches; official statements; memoranda; history and background of the Council; stories on research results; correspondence; applicant guides; adjudication manuals; corporate brochures; information circulars; web pages.

Program Record Number: SHR INF 015

Senior Management Committee Decisions Database

Description: Decisions taken by the former Senior Management Committee between 1990 and 1997.

Topics: Committee minutes, memoranda, briefing notes.

Program Record Number: SHR SMC 002

Special Research Fellowships

Description: Documents pertaining to the administration of the following named fellowships: Thérèse F.-Casgrain Fellowship; Bora Laskin Fellowship; Jules and Gabrielle Léger Fellowship. Information contains descriptions of proposed plans of study; briefings and proposals pertaining to the development and ongoing evolution of the program; committee member recruitment and support; reports from external assessors; information for the public on program description, eligibility criteria and application procedures.

Topics: Applications; reports on the use of funds; briefing notes and memoranda; web pages; data from applications and financial administration forms entered into SSHRC's Awards Management Information System; competition results; statistical reports.

Program Record Number: SHR FEL 241

SSHRC Aurora Prize and Gold Medal

Description: Documents pertaining to the administration of a program that nominates scholars for the SSHRC Aurora Prize and Gold Medal for Achievement in Research. Records contain information on the achievements of researchers; committee member recruitment and support; and information for the public on the nomination process; and announcement of awards; profiles of awards recipients.

Topics: Nomination information, briefing notes and memoranda; web pages; data entered into SSHRC's Awards Management Information System; competition results; reports on use of funds; statistical reports.

Program Record Number: SHR FEL 030

SSHRC Institutional Grants

Description: Documents pertaining to a program that provides block grants to institutions for the developing and support of small-scale research-related activities. Records contain information on program development, evaluation, and modification; information for the public on the program description and competition process; competition results.

Note: Formerly known as General Research Grants.

Topics: Applications; reports on the uses of funds; briefing notes and memoranda; web pages; data from applications and financial administration forms entered into SSHRC's Awards Management Information System; competition results; statistical reports.

Program Record Number: SHR RES 055

Standard Research Grants

Description: Documents pertaining to the administration of a program supporting investigator-chosen research conducted by individuals and small teams. Records may include information on proposed research projects, project participants, proposed budgets, plans for student training; reports on the use of granted funds; feedback from reviewers on proposals; competition results; briefings and proposals pertaining to the development, administration and ongoing evolution of the program; and information for the public on program descriptions; eligibility criteria; application procedures.

Topics: Applications; final research reports; briefing notes; memoranda; web pages; application and financial data entered into SSHRC's Awards Management Information System; competition results; statistical reports.

Program Record Number: SHR RES 035

Strategic Grants

Description: Applications submitted by scholars, institutions and groups to support the following targeted research on pressing social, economic and cultural issues: Aboriginal Research, Applied Ethics (ended 1999), Society, Culture and Health I (ended 1999), Education and Work (ended 1990), Exploring Social Cohesion in a Globalizing Era (ended 2001), Global Competitiveness (ended 1995); Image, Text, Sound and Technology (ITST); International Opportunities Fund, Knowledge Impact in Society (KIS), Managing the Organization in Canada (ended 1991), Northern Research Development Grants, Opportunities and Challenges of the Knowledge-based Economy (ended 2001), Population Aging (ended 1985), Research/Creation

Grants in Fine Arts, Rethinking Productivity (ended 2002), Science and Technology Policy (ended 1995), Social Economy, Strategic Knowledge Networks, Strategic Networks for Education and Training (ended 2001), Women and Change (ended 2000). Records may contain proposed research projects, project participants, proposed budgets, plans for student training; the use of granted funds; mid-term evaluations of funded projects; reviewers' comments on proposals; competition results; briefings and proposals pertaining to the development, administration and ongoing evolution of the programs; and information for the public on program descriptions, eligibility criteria, and application procedures.

Topics: Application forms; project proposals, final research reports on use of granting funds; budgets; briefing notes; memoranda; web pages; data from applications and financial administration forms entered into SSHRC's Awards Management Information System; statistical reports on competition results.

Program Record Number: SHR STR 111

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Automated Document, Records, Information Management Systems

Budgets

Buildings

Buildings and Properties

Business Continuity Plans

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services
 Occupational Health, Safety and Welfare
 Office Appliances
 Official Languages
 Pensions and Insurance
 Personnel
 Physical Security
 Proactive Disclosure
 Procurement
 Relocation
 Salaries and Wages
 Staff Relations
 Training and Development
 Travel
 Utilities
 Vehicles

Particular Personal Information Banks

Applications and Nominations Records

Description: This bank contains records of applications submitted by individuals and organizations to the Presidential Fund for Innovation and Development. It also contains records of nominations of individuals for the Molson Prize for the Social Sciences and Humanities (up to 1999), the SSHRC Aurora Prize, and the Gold Medal for Achievement in Research as well as information related to the adjudication and administration of these awards. In the case of the Presidential Fund, applicants and organizations are identified by the name and file number assigned to the application. The bank contains some or all of the following information on applicants and nominees: year of birth, address, discipline, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of correspondence (English or French), project descriptions, third-party assessments, and committee assessments. In the case of applications to the Presidential Fund, the amounts of money requested, the Council's decision, the amounts awarded, travel and administrative details for grant holders, as well as final reports are also included.

Class of Individuals: University and independent scholars and members of academic organizations.

Purpose: To identify applicants and nominees to whom awards can be made, monitor awards and administer the funds.

Consistent Uses: Consistent with these purposes, the Council submits the information on social sciences and humanities nominees to the Canada Council for the Arts, which is responsible for administering the Molson Prize. Consistent also with these purposes, personal information held by the Council may be used and disclosed in the following ways: 1. As part of the peer review process, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some programs, applications may also be reviewed by external assessors, members of ad hoc review committees or site visit committees. In the case of applications to the Presidential Fund, any assessments or third party comments are also accessible to co-applicants on a request for basis. 2. The Council uses personal information about applicants in its files and databases to identify prospective committee members and external assessors to review specific applications. 3. The Council routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and a summary of the research activity submitted by the applicant for public reference. 4. Files and databases containing personal information may also be used by the Council for program planning, evaluation and review, and in audits, and for generating statistics for these activities. 5. Information submitted to SSHRC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 6. The Council collects data on the gender of applicants and nominees on a voluntary basis. It is used primarily for statistical purposes. It may also use the data to promote the increased participation of women in the Council programs and on the Council selection committees. 7. The Council uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. 9. Contact information that is provided during the registration process of the Council on-line system is used by technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

Retention and Disposal Standards: Applications that have led to changes in program content or approach or applications that resulted in challenges against/to a Council program or selection of grantees are retained for 4 (four) years after the year of the competition, if the decision is maintained (unsuccessful applications), or for 10 (ten) years after the year of the competition, if the decision is reversed (successful applications). They are then transferred to Library and Archives Canada as historical records. Applications that do not receive funding (unsuccessful applications) are retained for 4 (four) years, then destroyed. Applications that receive funding (successful applications) are retained for 10 (ten) years, then destroyed, or in particular cases retained for longer periods for business purposes.

RDA Number: 2004/008

Related PR#: SHR SEC 005

TBS Registration: 003483

Bank Number: SHR PPU 076

Awards Management Information System

Description: This data bank contains data collected from current and past applications submitted by individuals and institutions for the Council's grants and fellowships, the registration and selection of assessors and adjudication committee members, the control and monitoring of disbursements to, and accounts receivable from, individual and institutional grant holders, and the mailing lists for the distribution of information by the Council. The information on individuals may include the individual's name, address, year of birth, gender, language of correspondence (English or French), citizenship (Canadian or permanent resident), biographical details, geographic area, academic qualifications, university, discipline and field of interest. When an award is given, the award holder is identified by personal information and file number. In the case of scholarship or fellowship holders, the following information may also be captured: the award holder's social insurance number, bank account number and payment requisition for funds committed. For mailing information, the names and mailing addresses are either provided directly by individuals or obtained through reference material commonly available in libraries.

Class of Individuals: Graduate students, scholars, individuals from the government and private sectors and members of academic and non-academic organizations.

Purpose: To identify applicants to whom awards can be made, and to constitute a history of the

Council's support to individuals and organizations; to identify and select prospective assessors of applications submitted to the Council, and to serve as an additional pool of potential committee members; for administrative and financial control and reporting; for the creation of transaction files on payments to award holders and the issuance of T4A slips (Income Tax Act, paragraph 237 (1)(b)), using the award holder's social insurance number; for the distribution and dissemination of the Council's application forms and guidelines, and for public relations purposes.

Consistent Uses: Consistent with these purposes, personal information held by the Council may be used and disclosed in the following ways: 1. As part of the peer review process, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some programs, applications may also be reviewed by external assessors, members of ad hoc review committees or site visit committees. Assessments and selection committee comments are also accessible to co-applicants upon request. 2. The Council uses personal information about applicants in its files and databases to identify prospective committee members and external assessors to review specific grant, scholarship or fellowship applications. 3. Information may also be used in consultation with other granting agencies to determine the most appropriate review mechanism or source of funding. In some cases, where applications are deemed to be more appropriately supported by another federal agency, the complete applications may be transferred in order to expedite the peer review process. 4. The Council routinely publishes and disseminates certain details about successful applications. These include the name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title, and a summary of the research activity submitted by the applicant for public reference. 5. Files and databases containing personal information may also be used by the Council for program planning, evaluation and review, and in audits and for generating statistics for these activities. 6. Information submitted to the Council is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. The Council collects data on the gender of applicants on a voluntary basis, and is used primarily for statistical purposes. It may also use the data to promote the increased participation of

women in Council programs and on the Council's selection committees. 8. The Council uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community.

9. Contact information that is provided during the registration process of the Council on-line system is used by the Council's technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

Retention and Disposal Standards: Data is retained for 30 (thirty) years after 1978 or until further review of the retention period.

RDA Number: 2004/008

Related PR#: SHR CHA 001 and 002, SHR COR 034, SHR EVA 021, SHR FEL 030, 220, 241, SHR IDR 125, 145 and 175, SHR INE 001, SHR INF 015, SHR PRO 010, SHR RES 035, 042, 055, 090, 091 and 241, SHR STR 111, 112 and 117

TBS Registration: 002430

Bank Number: SHR PPU 055

Canada Research Chairs Applications and Committee Records

Description: This bank contains records of applications submitted by institutions as well as information related to the adjudication process and administration of awards for the support and development of research and for research infrastructure. SSHRC administers this program on behalf of the three federal research councils (NSERC, CIHR, SSHRC), Industry Canada, and the Canada Foundation for Innovation. The bank contains compulsory and optional information such as the chair candidates' date of birth, address, academic qualifications, occupation, professional experience, citizenship (Canadian, permanent resident or other), language of correspondence (English or French), funding requested, and the amount awarded. It includes descriptions of programs of research, third-party and committee assessments, recommendations, and decisions. The bank contains the financial documentation generated in the administration of these awards.

Class of Individuals: University and independent scholars, as well as individuals from the private sector, academic and non-academic organizations who provide independent assessments.

Purpose: To review applications, select candidates, monitor awards and administer the programs.

Consistent Uses: Information is used in consultation with the partner agencies as required. It is disclosed to named partner agencies for the

purposes of reviewing applications, administering awards, monitoring and evaluating the program. The information is also used for developing a bank of external assessors and adjudication committee members.

Retention and Disposal Standards: Applications that have led to changes in program content or approach or applications that resulted in challenges against/to a Council program or selection of grantees are retained for 4 (four) years after the year of the competition, if the decision is maintained (unsuccessful applications), or for 10 (ten) years after the year of the competition, if the decision is reversed (successful applications). They are then transferred to Library and Archives Canada as historical records. Applications that do not receive funding (unsuccessful applications) are retained for 4 (four) years, then destroyed. Applications that receive funding (successful applications) are retained for 10 (ten) years, then destroyed, or in particular cases retained for longer periods for business purposes.

RDA Number: 2004/008

Related PR#: SHR CHA 001

TBS Registration: 004446

Bank Number: SHR PPU 016

Compliance – Integrity in Research and Scholarship

Description: This bank includes correspondence and reports collected and generated in the course of monitoring institutional and individual compliance with the Tri-Council Policy Statement on Integrity in Research and Scholarship. It may include allegations of non-compliance, requests from SSHRC to research institutions to explore allegations, summaries of institutional findings, and sanctions imposed by SSHRC.

Class of Individuals: Individuals who make allegations of misconduct, who are the object of allegations or who are officials in the academic community involved in determining whether allegations are well-founded.

Purpose: To monitor the compliance of research institutions and individual researchers with the Tri-Council Policy Statement on Integrity in Research and Scholarship.

Consistent Uses: Used only for the purpose for which it was collected.

Retention and Disposal Standards: Files are retained for 5 (five) years.

RDA Number: 2004/008

Related PR#: SEC 005

TBS Registration: 003994

Bank Number: SHR PPU 082

Fellowships Applications and Committee Records

Description: This bank contains records of individual applications as well as information related to the adjudication and administration of the Council's fellowship programs, including the Canada Graduate Scholarships, Queen's Fellowships, Doctoral Fellowships, Postdoctoral Fellowships, Bora Laskin National Fellowship in Human Rights Research, the Jules and Gabrielle Léger Fellowship, the Thérèse F.-Casgrain Fellowship, the Aileen D. Ross Fellowship and the William E. Taylor Fellowship. Each applicant is identified by name and the file number of the application. The bank contains the applicant's year of birth, address, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (English or French), the Council's decision on the application and the amount of the basic award. It also includes third-party assessments, committee rankings and appraisals, and travel and administrative details for fellowship holders.

Class of Individuals: Graduate students, university scholars and independent scholars.

Purpose: Information in the bank is used to review applications, select candidates, monitor awards and administer programs.

Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by SSHRC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. 2. SSHRC uses personal information about applicants in its files and databases to identify prospective committee members and reviewers for specific grant scholarship or fellowship applications. 3. Information is also used in consultation with other granting agencies to determine the most appropriate review mechanism or source of funding. 4. SSHRC routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research and the project title. 5. Files and databases containing personal information may also be used by SSHRC for program planning, evaluation and review and in audits

and for generating statistics for these activities. 6. Information submitted to SSHRC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. In the jointly-funded programs, such as the Casgrain Fellowship, personal information will be disclosed to the named public- and private-sector joint funding partners for purposes of monitoring and evaluating the program. 8. In the case of applicants who have applied through their universities, the results of competitions are forwarded to the faculty of graduate studies offices which are responsible for processing applications from their institutions before sending them to Council.

Retention and Disposal Standards: Information is retained for ten years (successful applications) or five years (unsuccessful applications), with the exception of the Canada Graduate Scholarships and Doctoral and Queen's Fellowships where the information is retained for ten years (successful applications) and seven years (unsuccessful applications).

RDA Number: 69/024

Related PR#: SHR FEL 220

TBS Registration: 002419

Bank Number: SHR PPU 010

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrongdoing in the Workplace

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Classes of Personal Information

Administration Files

The general administrative and correspondence files of the Council contain a certain amount of personal information not arranged or retrievable by personal identifiers. Such personal information includes suggestions and opinions from the general public, which form part of a specific subject file. This form of personal information is normally retrievable only if specifics of name, date of communication and subject are provided. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Reports and Surveys

For purposes of program planning and evaluation, the Council requires a variety of reports concerning aspects of social sciences and humanities research in Canada. The reports themselves, published or unpublished, do not contain personal information about individuals. In the process of preparing such reports, personal information is necessarily obtained. This information may include current academic position, professional qualifications of individuals, nature of research being undertaken by individuals and present and past funding of an individual's research. This is not arranged or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the study or report involved. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Manuals

- Financial Administration Manual, SSHRC
- Guide for Doctoral Fellowship Holders Registered at Canadian Universities
- Guide for Doctoral Fellowship Holders Registered at Foreign Institutions and Postdoctoral Fellowship Holders in Canada or Abroad
- Guide on the Program Evaluation Function
- Integrity in Research and Scholarship: A Tri-Council Policy Statement
- Manuals for Adjudication Committee Members (all programs)

- Memorandum of Understanding on the Roles and Responsibilities in the Management of Federal Grants and Awards
- Policies Governing INE Programs
- Principles for the Evaluation of Programs
- Program Evaluation Policy
- SSHRC Grant Holder's Guide
- SSHRC Statistical Tables
- Statistics Policy
- Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Additional information on the Council's organization, programs and operations can be obtained by contacting:

Social Sciences and Humanities Research Council
P.O. Box 1610
Ottawa, Ontario K1P 6G4

Telephone: 613-992-1058

E-mail: atip@sshrc.ca

Internet: www.sshrc.ca

Reading Room

A meeting room has been designated as a public reading room in accordance with the Access to Information Act. The address is:

Constitution Square
350 Albert Street, 11th Floor
Ottawa, Ontario

Standards Council of Canada

Chapter 164

General Information

Background

The Standards Council of Canada (SCC) was established in 1970 by an Act of Parliament to promote efficient and effective voluntary standardization in Canada.

Responsibilities

The Standards Council carries out its task through the National Standards System (NSS). The NSS consists of individuals involved in the development and application of standards and of independent organizations accredited by the Standards Council to provide services related to standards development, certification, testing, quality systems registration and environmental systems registration. The system was created to provide a medium through which Canadian organizations involved in such activities may operate and co-operate to recognize, establish and improve standardization in Canada. It provides a comprehensive Canadian standardization capability to meet both national and international requirements and responsibilities.

The Standards Council ensures effective Canadian participation in the work of the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC). Both of these international agencies have as their objective the development of standards, with a view to facilitating international trade of goods and services. ISO work is concerned with standardization in many disciplines, except for the electrotechnology field which is IEC's responsibility.

The Standards Council works to secure the acceptance of Canadian conformity assessment results in foreign markets in order to facilitate international trade. It cooperates with its foreign counterparts in the development of mutual recognition agreements, and with other Canadian bodies such as the Department of Foreign Affairs and International Trade (DFAIT) in the development and implementation of bilateral, regional and international trade agreements.

Legislation

- Standards Council of Canada Act

Organization

Administration

The Administration Branch provides administrative and management services to the Standards Council. Its functions include finance, administration, human resources, information systems and translation.

Corporate Services Branch

The Corporate Services Branch ensures the coordination of Council programs within budgetary limitations and verifies that all activities are in keeping with its objectives and procedures as set out in the Standards Council of Canada Act and by-laws. It provides marketing, communications and administrative services for all Council staff. It also performs the planning, accounting and reporting functions for all of the Council. It is accountable for revenues and appropriations and is responsible for discharging Council's liabilities.

Communications Division

The Communications Division coordinates marketing and communications activities for the Standards Council and the NSS. It oversees design and content for the SCC Web site. It places articles, advertising and public service announcements with various media, to publicize the activities and services of Council. It is also responsible for writing speeches, producing audio-visual materials and coordinating special events and trade show exhibits. It publishes the annual report and various publications about the Council and the NSS.

Intergovernmental Affairs and Trade Branch

Information and Research Services Section

The Information and Research Services section includes the Technical Documentation Centre and the WTO/NAFTA Enquiry Point.

This section is responsible for planning, developing and implementing activities, services and products to ensure that the private and public sectors have ready access to information on standards and standards-related activities, including Canadian,

foreign and international standards, technical regulations, conformity assessment requirements and Standards Council programs, activities and services. It also functions as the Canadian member of the International Organization for Standardization Information Network (ISONET) and coordinates Canadian participation on the ISO Committee on Information (INFCO).

The WTO/NAFTA Enquiry Point is required by the Agreement on Technical Barriers to Trade (TBT) and Sanitary and Phytosanitary Measures (SPS) under the World Trade Organization (WTO) Agreement as well as the Canada-United States-Mexico North American Free Trade Agreement (NAFTA). Under contract with the Department of Foreign Affairs and International Trade (DFAIT), the Council operates the WTO/NAFTA Enquiry Point which provides access to a wealth of strategic information essential to the design, manufacture, marketing, export and import of products and services. It provides an e-mail notification service that gives Canadian companies and regulators advance warning when regulations are changing in Canadian and foreign markets.

The Technical Documentation Centre of this institution, which has been designated as a public reading room under the Access to Information Act, is open to the public on an appointment basis. Its holdings include a collection of over 400,000 standards and standards-related documents, standards catalogues of over 800 standards developing organizations, as well as various handbooks, directories and indices. In addition, the Documentation Centre subscribes to a number of Canadian, International and foreign periodicals. The Documentation Centre is equipped with various electronic search tools, some of which are also available through the Standards Council's Web site.

Refer to Reading Room Section for appointment information.

Standards Branch

The Branch coordinates voluntary standardization activities among standards development organizations. It assesses and recommends for accreditation organizations engaged in standards development. It also reviews standards for acceptance as National Standards of Canada. The Branch is responsible for ensuring effective Canadian participation in the work of international standardization organizations and for programs of training and technical assistance to developing countries in the field of standardization.

Conformity Assessment Branch

The Branch coordinates voluntary standardization activities among calibration and testing laboratories, product certification organizations, quality and environmental system registration organizations, quality and environmental auditor trainers and certifiers, and maintains liaison with federal and provincial government authorities, industry and consumers. It assesses and recommends for accreditation organizations engaged in product certification, calibration testing and registration, auditor certification and training of quality and environmental auditors.

Information Holdings

Program Records

Communications

Description: Information on Council's media relations, publications and general public relations programs.

Topics: Administration, public service announcements, videos, news releases, seminars and conferences, displays, advertising, publications, brochures, newsletters, news magazine, press clippings, annual report, speeches and public enquiries.

Program Record Number: SCC PRB 025

Conformity Assessment Programs

Description: Information on Council conformity assessment programs for the accreditation of calibration and testing laboratories, product certification organizations, quality and environmental system registration organizations, quality and environmental auditor certifiers and training providers; on participation on various related International Organization for Standardization (ISO) Committees and on various related international committees.

Topics: Accreditation.

Program Record Number: SCC ISB 010

Human Resources

Description: Information on Human Resources programs including applications for employment, employee personnel records, staffing, attendance and leave, performance, pay and benefits, training and development, official languages and related policies.

Topics: Personnel, Employment, Applications, Resumes.

Program Record Number: SCC AFB 903

International Electrotechnical Commission

Description: Information on Canadian participation in the technical committee of the International Electrotechnical Commission (IEC) in developing international co-operation on standardization in electrical, electronics and telecommunications engineering and in the unification of national electrotechnical standards.

Topics: Organization; policy; IEC technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation.

Program Record Number: SCC ISB 035

International Organization for Standardization

Description: Information on Canadian participation in technical committee work of the International Organization for Standardization (ISO) to promote the development of international standards, to facilitate the international exchange of goods and services, and to develop co-operation in intellectual, scientific, technological and economic activity.

Topics: Organization; policy; ISO technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation.

Program Record Number: SCC ISB 030

Standards Activities

Description: Information on Council standards activities.

Topics: Advisory committees; accreditation of standards-writing organizations; coordination of liaison among voluntary organizations in liaison; establishment of subject areas; assessment, acceptance and recommendation of standards as National Standards; liaison – organizations, provincial authorities; reference to standards in regulations; standards in government procurement; procedures for assessing implementation of international standards in Canada; consumer participation in standardization.

Program Record Number: SCC ISB 015

Standards Information

Description: Information on national, regional, foreign and international standards, technical regulations, conformity assessment systems and other matters related to standardization.

Topics: standards, technical regulations; conformity assessment systems; standardization.

Program Record Number: SCC EIB 020

Awards Program

Description: Information about the Awards programs maintained by the SCC. Includes

information about nominees and nominator of SCC's Awards program including an overview of the individual, committee or organization's contributions; individual's curriculum vitae, committee profile and letters of recommendation, award recipient selection criteria, policies related to the establishment and maintenance of awards programs, logistical information related to events established to present awards, etc.

Topics: Member program, participation in national and international committee work, membership on standards development and conformity assessment committees.

Program Record Number: SCC ISB 013

Standard Sales

Description: Information on the sale of standards, collections and related information products, including purchaser information, bibliographic data on standards collections, sales transaction information and related information on international, foreign national or Canadian standards. Also includes information related to sales mechanisms, such as the creation and maintenance of web pages, as well as other mechanisms to support the sales of publications and standards.

Topics: Standards store, IHS Canada, Standards products, ISO and IEC standards, purchase standards and publications, Purchase orders, Standards Store Registration, and Customer Service.

Program Record Number: SCC EIB 021

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Finance

Hospitality

Pensions and Insurance

Procurement

Travel

Particular Personal Information Banks

Applicant Inventory

Description: This bank contains unsolicited written applications for employment at the Standards Council of Canada (SCC). The bank consists of resumés containing a variety of personal information and letters from SCC acknowledging receipt of applications.

Class of Individuals: Members of the general public.

Purpose: The records are used for reference when vacancies arise.

Consistent Uses: To maintain a current inventory within SCC.

Retention and Disposal Standards: The information is maintained for six months and then destroyed.

RDA Number: 98/005

Related PR#: SCC AFB 903

TBS Registration: 003028

Bank Number: SCC PPU 010

Standards Council of Canada (SCC) Awards

Description: This bank describes information on the management of the SCC Awards Program, including, but not limited to the Corporate Commitment Award, SCC Award of Excellence, McMahon Dedicated Service Award, SCC Distinguished Service Award, SCC Leadership Award, SCC Special Achievement Award, The Jean P. Carrière Award, and/or The Roy A. Phillips Award. The personal information collected for the nominee includes: name, organization, address, and telephone number. The nominator must include name, title, organization, address, telephone number and e-mail address. As part of the nomination submission, the nominator must include an overview of the nominee's contributions, curriculum vitae or relevant committee profile, as well as two letters of support citing one or more specific examples of the Nominee's committee accomplishments. The overview describes the nominee's contributions to the development, promotion or implementation of standards, or a combination of all three, including: service in technical committee work or other standardization work; leadership in technical, administrative, or special committee activities in government, industry, standards organizations, consumer organizations; and/or; outstanding activity or service that has particularly advanced the prestige of standardization; notable contributions that have benefited Canadian standardization,

either nationally or internationally; approximate number of years over which their service to the National Standards System extends; two letters of support citing one or more specific examples of the nominee's committee work accomplishments; awards and honours received; membership in professional organizations, including offices held; and any other information considered relevant to the nomination. The "curriculum vitae" or relevant committee profile may include but is not limited to the nominee's: career profile, work history, education, professional development memberships or affiliations, publications and/or any other personal information which they choose to include in their curriculum vitae. This information is sometimes collected for committee members.

Note: Award nominees may be individuals, committees or organizations involved in international and/or national standardization activities such as policy (e.g. trade agreements), research, development (e.g. standards, guides) implementation (e.g. accreditation, certification) and/or the promotion of the National Standards System, technical assistance (e.g. projects assisting developing/emerging economies).

Class of Individuals: Individuals who nominate and/or are nominated for any of the SCC Awards.

Purpose: The information is used to select the winners of each of the Awards based upon pre-established criteria and to communicate with these individuals throughout the Awards process. After an awards ceremony, award recipient's name, photograph and description of their work is posted on SCC's web site. A press release announcing award recipient is also posted on SCC's web site.

Consistent Uses: There are no other uses associated with this data.

Retention and Disposal Standards: The records will be maintained for 7 years from the date the nomination is received and then destroyed.

RDA Number: 2006/003

Related PR#: SCC ISB 013

TBS Registration: 007030

Bank Number: SCC PPU 018

Inventory of Assessors

Description: This bank contains personal information on assessors who are evaluating organizations applying for accreditation by the Standards Council of Canada. This information includes summaries of resumés, addresses, areas of specialization and a performance evaluation regarding performance during assessments.

Class of Individuals: Individuals chosen by the Standards Council of Canada to act as assessors.

Purpose: This information is held in order to maintain an inventory of possible candidates to act as assessors.

Consistent Uses: To keep a record of the current address of the individual and a record of performance.

Retention and Disposal Standards: The records are retained for seven years after attaining inactive status and then destroyed.

RDA Number: 2006/003

Related PR#: SCC ISB 010

TBS Registration: 003033

Bank Number: SCC PPU 015

Mailing Lists

Description: This bank contains various mailing lists which include postal and e-mail addresses (some of which are home addresses) and telephone numbers.

Class of Individuals: Potential clients, media contacts, individuals and organizations receiving various Standards Council of Canada information products (electronic or hard-copy) on a regular basis.

Purpose: The purpose of these mailing lists is to maintain current addresses of individuals and organizations to whom Standards Council of Canada information products are sent.

Consistent Uses: The information is used in order to send the most recent version of all information products.

Retention and Disposal Standards: The records are retained for seven years after attaining inactive status and then destroyed.

RDA Number: 2006/003

Related PR#: SCC ISB 010, SCC ISB 015, SCC PRB 025, SCC ISB 030 and SCC ISB 035

TBS Registration: 003032

Bank Number: SCC PPU 014

Members of Council and Committees

Description: Information in this bank includes the curriculum vitae (or synopsis of), address, telephone and fax numbers of members; Orders-in-Council appointing members of Council; membership designation; correspondence and relevant information concerning members' employment.

Class of Individuals: Members of Advisory Committees, Technical Committees, Sub-Committees, Working Groups and members of Council.

Purpose: The information is compiled to determine the professional qualifications of individuals and their eligibility for membership on Council and the various committees.

Consistent Uses: Some information is used to communicate with members such as forwarding documents concerning meetings.

Retention and Disposal Standards: The records are retained for seven years after attaining inactive status and then destroyed.

RDA Number: 2006/003

Related PR#: SCC ISB 010, SCC ISB 015, SCC ISB 030, SCC ISB 035 and SCC AFB 903

TBS Registration: 003030

Bank Number: SCC PPU 012

Standards Web Store (www.standardsstore.ca)

Description: This bank describes the personal information used in the administration of the Standards web store. The personal information collected includes the individual's name, billing and shipping address, telephone number, email address, language, and password – which is stored in plain text once the individual generates it. Payment processing is conducted online; through a partnership with IHS Canada, the individual's credit card information is digitally encrypted and handled by a registered merchant. The SCC records the transaction but it does not capture any of the credit card details. Credit card details are captured in real-time. Although IP addresses are stored on the Apache server logs, these are not used by the SCC in any way.

Class of Individuals: Members of the general public who have registered to purchase standards from the SCC.

Purpose: The information is used to process a customer's requested purchase of standards and to enable them to initiate future online purchases.

Consistent Uses: The information collected is made available to IHS Canada so that the customer's transaction may be processed. For the purposes of internal reporting the number of purchases and commonly purchased products are tracked.

Retention and Disposal Standards: The information will be maintained for 7 years following the last date of activity and then it will be destroyed.

RDA Number: 2006/003

Related PR#: SCC EIB 021

TBS Registration: 007029

Bank Number: SCC PPU 017

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Hospitality

Travel

Manuals

The Standards Council of Canada publishes and maintains policy documents outlining such subjects as criteria and procedures for accreditation programs, the development of National Standards of Canada and participation in international standards committees. For more information, contact the Communications section.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Standards Council of Canada under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Standards Council of Canada.

Information about the Standards Council of Canada, its policies and programs may be obtained by calling or writing to:

Standards Council of Canada
Communications Branch
270 Albert Street, Suite 200
Ottawa, Ontario K1P 6N7

Telephone: 613-238-3222
E-mail: info@scc.ca
Internet: www.scc.ca

Information Services can be reached by writing to:

Standards Council of Canada
Information Services
270 Albert Street, Suite 200
Ottawa, Ontario K1P 6N7

Reading Room

The library of this institution has been designated as a public reading room under the Access to Information Act. The address is:

270 Albert Street, Suite 200
Ottawa, Ontario

To schedule an appointment, please contact:

Antonia Kusy, Corporate Planner
Telephone: 613-238-3222, ext. 462
Facsimile: 613-569-7808
Email: akusy@scc.ca

Statistics Canada

Chapter 165

General Information

Background

Statistics Canada collects and provides statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision-making and general informational purposes. This is done under the authority of the Statistics Act which prohibits the disclosure of identifiable information to anyone without the consent or knowledge of the individual person, business or organization concerned.

The statistical information banks maintained by Statistics Canada contain some personal information that has been obtained from a variety of sources. Information is collected directly from individuals through the censuses of population and agriculture, from sample surveys such as surveys on income and expenditure, labour force surveys and special surveys. It is also collected through certain formal agreements the Agency has entered into with large institutions and various levels of Canadian governments. These arrangements give Statistics Canada access to administrative records for the purpose of extracting data on the client populations of the institutions of health, education and justice and on the activities of the population as it comes in contact with the state (e.g., the registration of births, deaths and marriages).

One of the most important of these agreements is with the Canada Revenue Agency to access taxation returns for statistical purposes, thus allowing the use of an administrative file of the federal government containing a wealth of information on the socio-economic fabric of the Canadian population. The access to tax records has allowed Statistics Canada to exempt many respondents, particularly small businesses, from filing several questionnaires.

Information banks maintained by Statistics Canada are largely automated. Since records in these banks are meant to be used for statistical purposes and not for administrative purposes, they are rarely organized by name. In fact, few databanks contain names. Some banks are organized by a unique identifier, be it a number assigned by Statistics Canada, a number assigned by the administrative

source, such as a registration number or the social insurance number. Records in other banks are classified geographically, or by the name of the company. It should be noted that many of the statistical databanks contain only a sample of the population. To locate a statistical record, Statistics Canada will require, in most cases, not only an identifier, but additional information such as the time period in which an individual has responded to a survey, or his/her street address, or his/her industry sector.

Responsibilities

The mandate and program objectives of Statistics Canada are: to collect and publish in aggregate formats statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision-making and general informational purposes; to collaborate with other participants in the broader national statistical system in extending the system's scope, usefulness and use; and to provide leadership, professional expertise and coordination in such efforts.

Legislation

- Corporations Returns Act (CRA), 1985, c. C43
- Statistics Act, R.S.C. 1985, c. S19

Organization

Office of the Chief Statistician of Canada

This area is the focal point for the administration of all matters pertaining to Statistics Canada.

Chief Statistician of Canada

The Chief Statistician is a deputy of the Minister Responsible for Statistics Canada. The Chief Statistician advises on matters pertaining to statistical programs of the department and agencies of the Government of Canada, and confers with such departments and agencies to that end. The Chief Statistician supervises generally the administration of the Statistics Act and controls the operations and staff of Statistics Canada.

Departmental Secretariat

The Departmental Secretariat serves as the principal focal point for liaison with the Minister Responsible for Statistics Canada, other ministers, and members of Parliament in general. In support of the Minister, the Departmental Secretariat processes correspondence, deals with parliamentary returns, responds to oral and written questions and prepares briefing material on issues relating to Statistics Canada's programs and policies.

Its other functions include providing staff support to the Chief Statistician and the Policy Committee as well as liaising with various management committees. The Departmental Secretariat is also responsible for review and control of official government documentation.

Analysis and Development Field

This field is headed by an Assistant Chief Statistician with responsibility for socio-economic and business analysis and the development and management of health surveys that provide statistical information and analysis about the state of health of Canadians.

Health Statistics Division

Health Statistics Division provides statistical information and analysis about the state of health of Canadians. Information is classified under health care, health and outcome statistics, health status and vital statistics, population health surveys, and occupational and environmental health research. Ongoing health research and analysis are conducted, producing products such as a quarterly review, Health Reports, as well as the database, Health Indicators.

Physical Health Measures Division

The Physical Health Measures Division is responsible for the development and management of health surveys using direct measures that provide statistical information and analysis about the state of health of Canadians.

Socio-Economic and Business Analysis Branch

This branch includes the following divisions: Business and Labour Market Analysis; Family and Labour Studies; and Socio-Economic Analysis and Modeling. The branch also includes the Health Analysis and Measurement Group.

Business and Labour Market Analysis Division

The division is responsible for business and labour market research as well as data development that includes the use of worker and workplace data to create unique data sources for analytical purposes. Topics include unemployment and the employment insurance system; displaced workers and labour adjustment; wages, earnings, hours worked and earnings inequality; intergenerational income mobility; school-to-work transition of post-secondary graduates; job creation in small and large firms; other related topics in firm dynamics and labour markets. Analysis of socio-economic developments of neighbourhoods in Canadian cities is also part of the research agenda.

Family and Labour Studies Division

The division is a research division devoted to analysis of the well-being of children and families and their interaction with the labour market and social institutions, particularly the education and income support systems. The division publishes analyses that inform public policy debates in the areas under its mandate. It also manages the Statistics Canada Research Stipend, a program of support for graduate students completing doctoral theses.

Health Analysis and Measurement Group

The mandate of the Health Analysis and Measurement Group is to conduct policy-relevant research and quantitative analysis of health and social issues. The group uses Statistics Canada health and social data sets and collaborates extensively with researchers in other divisions, external medical experts and researchers in health ministries, universities, institutes and other health organizations.

Socio-Economic Analysis and Modeling Division

The division's role is to conduct analysis as well as to stimulate, support and integrate analytic work throughout Statistics Canada. It is also responsible for facilitating the utilization of social and economic data files.

Business and Trade Statistics Field

This field is headed by an Assistant Chief Statistician with responsibility for statistics on agriculture, manufacturing, primary industries,

transportation, communications, merchandising services, external trade, prices, science and technology and small business.

Agriculture, Technology and Transportation Statistics Branch

This branch includes the following divisions: Agriculture; Science, Innovation and Electronic Information; Small Business and Special Surveys; and Transportation.

Agriculture Division

The division produces national and provincial estimates of income and expenses for the System of National Accounts, as well as economic and social statistics concerning the activities of the agriculture sector and its participants. It conducts a census of agriculture every five years, as stipulated in the Statistics Act, to provide a comprehensive picture of the agriculture sector at the national, provincial and subprovincial levels.

Science, Innovation and Electronic Information Division

The division is responsible for the development of a comprehensive and integrated program of statistics on science and technology, broadcasting, telecommunications, electronic commerce and information technology use.

Small Business and Special Surveys Division

The division provides statistical information on, and for, small businesses in Canada and responds to information needs of clients (other government departments and organizations) concerning business statistics in Canada which cannot be met through the Agency's on-going statistical programs. These business data gaps are serviced either through special surveys of businesses, data linkage of micro records or data integration of existing data.

Transportation Division

The division collects, publishes and makes available statistics on air, rail, road and water transportation industries and on related traffic and infrastructures.

Economy Wide Statistics Branch

This branch includes the following divisions: Industrial Organization and Finance; International Trade; Investment and Capital Stock; and Prices.

Industrial Organization and Finance Division

The division produces statistics relating to the financial statements, taxation and financing of business enterprises in Canada. It also administers the Corporations Returns Act and produces data on ownership and foreign control of business enterprises.

International Trade Division

The division is responsible for the compilation, analysis and dissemination of Canada's merchandise export and import statistics and related price and volume indices (Customs and Balance of Payments basis). These are administrative data drawn from trade documents filed with the Canadian and American custom agencies. Annual data series include the Canadian Exporter Registry and the World Trade Analyzer, a database depicting merchandise trade flows between nearly 220 countries.

Investment and Capital Stock Division

The division provides a focus for the collection, analysis and publication of statistics relating to investment activities, flows and stocks of fixed capital assets employed in the economy and measures of industrial capacity utilization.

Prices Division

Prices Division provides information on consumer prices and industrial products, raw materials, farm inputs and construction price indexes as well as various price indexes relating to capital expenditures and services.

Industry Statistics Branch

This branch includes the following divisions: Distributive Trades; Enterprise Statistics; Manufacturing, Construction and Energy; and Service Industries.

Distributive Trades Division

The division conducts monthly and quarterly surveys on retail and wholesale trade to produce a range of current indicators such as sales by trade groups by province and commodity groups as well as wholesale inventories by trade group. It also conducts a monthly survey of new motor vehicle sales that produces estimates on the number of vehicles sold by type, origin and province. The annual surveys covering retail and wholesale trade produce a more complete industry profile including variables such as operating revenue, cost of goods sold and operating expenses. All surveys use the North American Industrial Classification System (NAICS 2007).

Enterprise Statistics Division

The division is responsible for managing and coordinating the Unified Enterprise Survey (UES) program. The UES brings many of Statistics Canada's individual annual business surveys under a common framework, including a single survey frame, a sample design framework, conceptual harmonization of survey content, means of using relevant administrative data, common data collection, processing and analysis tools, and a common data warehouse. Currently, the combined enterprise and establishment surveys of the UES cover two-thirds of the economy, including many service industries, wholesale, retail, manufacturing, some transportation industries and aquaculture.

Manufacturing, Construction and Energy Division

The division is responsible for providing national and provincial estimates on Canadian businesses in the manufacturing, forestry and energy sectors. It produces financial statistics, production and leading indicator data which are increasingly the focus of both domestic and international attention through their linkage to trade, globalization, the environment and sustainable development. The division produces a range of current indicators such as shipments or sales, inventories as well as orders by industry and by province. It also conducts annual surveys covering manufacturing and forestry to produce a range of cost structure, material input, commodity output and employment data. The energy surveys produce monthly, quarterly and annual data that form the basis of estimates included in the calculation of greenhouse gas emissions and that contribute to the understanding of the complex supply and demand picture for Canadian energy.

Service Industries Division

The division is responsible for the development of an integrated and comprehensive program of statistics on service industries.

Communications and Operations Field

This field provides a range of external communication functions, including respondents, users, and media relations. It also administers the central and regional operational functions essential to the Agency's statistical programs, including regional data collection and processing, marketing, publishing and electronic data dissemination. This field is headed by an Assistant Chief Statistician with responsibility for marketing and information

services, operations and administrative support, and regional operations.

Communications and Information Services Branch

This branch includes the following divisions: Client Services; Communications and Library Services; and Dissemination.

Client Services Division

The division provides overall leadership and coordination for marketing and client services activities at Statistics Canada, through the following activities: marketing communication, market research, product and service pricing, licensing of redistribution, training, testing and client support for electronic products, support for respondents to online surveys, and the provision of a centralized statistical enquiries service. Staff promotes the availability and use of Statistics Canada products and services and provides advice and support to clients in the private and public sectors on the most useful solutions to their information needs.

Communications and Library Services Division

The division promotes effective communications between Statistics Canada and its clients through various programs and is responsible for providing an information and document delivery service to Statistics Canada, other government departments, libraries, researchers and the general public. The division coordinates the release of the Agency's information to the public through The Daily, the Agency's official release vehicle. It maintains the overall quality of communications at Statistics Canada by providing communications planning, writing and editing services and training, and through the provision of media relations. In addition, the division coordinates the federal-provincial-territorial consultative system and the Census Communications program. The publication of flagship information products, such as the Canada Year Book and Canada at a Glance, and the management of the Canadian Statistics Tables module on the Agency's Internet site are major responsibilities of the division. Through the electronic employee newsletter, @StatCan, and its Internal Communications Network, the division contributes to internal communications in the Agency and promotes a positive corporate culture and a sense of community linking regional and headquarters employees. The Statistics

Canada Library collects and provides access to the complete inventory of Statistics Canada documents. Library services are provided primarily for the benefit of the program divisions of Statistics Canada. Services, such as document delivery for publications available from other libraries, preparation of selective bibliographies and indexing for the Agency's online catalogue of products and services ensure that Statistics Canada employees have access to information. The library also provides access to current and historical Statistics Canada information to external users.

Dissemination Division

The division is responsible for the production of the Agency's catalogued publications and the development and operation of techniques and mechanisms to foster public access to Statistics Canada's information through electronic means.

Operations and Administrative Support Branch

This branch includes the following divisions: Administrative Support Services; Operations and Integration; and Operations Research and Development.

Administrative Support Services Division

The division is involved in the following areas: document management, distribution of data collection materiel, publications and general correspondence, facilities management and materiel and contract services.

Operations and Integration Division

The division provides survey operations support to subject-matter divisions for close to 300 surveys. The division is involved in preparing mail-outs, frame maintenance, collection, capture, coding and editing, micro analysis, processing, tabulating and proofreading.

Operations Research and Development Division

The primary mission of the division is to design, develop, deploy and maintain computer-assisted collection applications for Statistics Canada's business and social surveys. In addition, it researches and develops new collection methods, (e.g., electronic data reporting) as well as tools to support the collection process. The division also undertakes a program of research and analysis aimed at monitoring and evaluating the ongoing effectiveness and efficiency of survey collection activities.

Regional Operations Branch

This branch includes the following divisions: Statistical Survey Operations; and Survey Operations.

Statistical Survey Operations Division

The Statistical Survey Operations Division provides human resource management services to statistical survey operations and Census employees hired through the Statistics Act. The division manages the delivery of informatics support to the regions and is responsible for the development and monitoring of resource unit rates including analysis of variances between expenditures and cost estimates.

Survey Operations Division

The division is responsible for researching, costing, developing, delivering and evaluating data collection and data capture procedures and training in cooperation with client divisions and several external departments. The division provides services in the areas of project management, operations research and analysis, organization and methods of data collection, financial control, logistical support, data capture and operations audit and evaluation.

Informatics and Methodology Field

The field ensures that the statistical methodology used by all surveys is sound and statistically efficient and provides management of information processing in Statistics Canada. It is headed by an Assistant Chief Statistician with responsibility for classification systems, informatics, and methodology.

Classification Systems Branch

This branch includes the following divisions: Business Register; Geography; Standards; and Tax Data.

Business Register Division

The division is responsible for the development and maintenance of a central register of enterprises and associated establishments for statistical purposes.

Geography Division

The division maintains a spatially referenced geographic database in support of the Census of Population as well as the Census of Agriculture, the Standard Geographical Classification and

other Statistics Canada programs. The division also develops geographic concepts, delineates geographic areas, publishes maps and other reference materials, produces a suite of online products through the Statistics Canada web site and offers a variety of products and services. The division is the centre of expertise in the application of automated geographic and cartographic techniques.

Standards Division

The division develops standard classifications, monitors their implementation, and establishes official concordances between international and Canadian classifications. It standardizes economic and social concepts and provides a system of comprehensive documentation for all surveys conducted by Statistics Canada.

Tax Data Division

Tax Data Division is responsible for acquiring statistical data from the Canada Revenue Agency and for processing and making these data available to programs. Further, the division is charged with taking leadership in developing approaches and methods by which these tax data may be used to supplement or replace data collected by surveys, and to facilitate and promote the implementation of these goals.

Informatics Branch

This branch includes the following divisions: Informatics Technology Services; and System Development.

Informatics Technology Services Division

The division is responsible for developing, delivering and maintaining informatics services in support of the business requirements of the statistical and administrative programs of Statistics Canada. The range of services includes: mainframe, workstation, server and data communication services including the responsibility for the entire shared data communications infrastructure across the country and regional offices; technical and consultative support services across a variety of hardware and software platforms to facilitate secure, cost-effective and efficient client computing; planning and development of EDP policy and standards including informatics security; a comprehensive and cost-effective informatics training program; and data storage facilities for the Agency's data in electronic format.

System Development Division

The division is responsible for designing, developing and maintaining software for the support of surveys, censuses and other computer-based operations conducted by the Agency. It also provides strategic advice on the use of information technology in automating Agency programs.

Methodology Branch

This branch includes the following divisions: Business Survey Methods; Household Survey Methods; Small Area and Administrative Data; Social Survey Methods; and Statistical Research and Innovation.

Business Survey Methods Division

The division is responsible for providing methodological services to business and trade statistics programs, infrastructure programs including tax data and the Business Register, and to the System of National Accounts and Labour Statistics Division, as well as for services related to time series, generalized systems and quality assurance to all statistics programs. It is also responsible for the development and maintenance of methodology standards, the development and support of generalized methods for survey functions, and research and development on problems related to survey design and evaluation, time series and to the analysis of survey data. The division includes the Time Series Research and Analysis Centre and the Quality Assurance and Generalized Systems Section.

Household Survey Methods Division

The division is responsible for providing methodological services to the household and institutional statistics programs, including surveys on the labour force, household income and expenditures, health, education, children, culture, tourism, environment and justice, the General Social Survey, special surveys carried out on a cost-recovery basis, and social and economic studies. It is also responsible for research and development on problems related to survey design, evaluation and data analysis. The division includes the Record Linkage Resource Centre and the Disclosure Control Resource Centre.

Small Area and Administrative Data Division

The division develops and disseminates social, economic and demographic statistics and indicators for small areas. The sources of these data are administrative files from other federal departments.

Social Survey Methods Division

The division is responsible for providing methodological services to the Census of Population and to the development of small area and administrative data. It also provides consultative services in questionnaire design and in statistical/survey methods. It is responsible for research and development on problems related to survey design, evaluation and data analysis. The division includes the Questionnaire Design Resource Centre, the Statistical Consultation Group, and the Data Analysis Research Section.

Statistical Research and Innovation Division

The division conducts statistical research on specific topics and provides technical leadership and guidance to the other methodology divisions for the development of innovative statistical methods in support of Statistics Canada's programs.

Management Services Field

The field organizes and coordinates internal management services including the development and implementation of all management policies and systems within the Agency, and the assessment of the efficiency and effectiveness of these programs. It is headed by an Assistant Chief Statistician with responsibility for finance, planning, audit, human resources, legislation and departmental security.

Data Access and Control Services Division

The division serves as the Agency's focal point for matters relating to the confidentiality of the information collected by Statistics Canada, statistical agreements, record linkages for statistical purposes, and Statistics Canada's Policy on Informing Survey Respondents. It coordinates the implementation of Treasury Board's Management of Government Information Policy and Privacy Impact Assessment Policy and administers services pursuant to the Access to Information Act and the Privacy Act. The division manages the Agency security services.

Internal Audit Division

The division provides timely assurance services and advice to the Chief Statistician, senior management and the internal audit committee. Through a systematic and disciplined approach, the division also provides the Chief Statistician with added assurance, independent from line

management, on risk management, control, and governance processes.

Finance and Planning Branch

This branch includes the following divisions: Financial Management Operations and Systems; Operational Planning and Programming; and Planning, Evaluation and Resource Management Division.

Financial Management Operations and Systems Division

The division is responsible for assisting Statistics Canada to meet government and central agency objectives through the conceptualization, design, implementation and development of the Agency's financial management framework and infrastructure pertaining to policy development, expenditure and revenue accounting, financial statements and reporting, and the delivery of programs and services. It is also responsible for providing functional leadership, guidance and direction on all financial reporting systems and processes.

Operational Planning and Programming Division

The division is responsible for the effective management of Statistics Canada's operational and financial planning, cost accounting policies, systems and processes. The operational and financial planning task includes the following activities: management of revenue and expenditure activity, management and co-ordination of the Agency's resource management allocation cycle (Annual Reference Level Update, Main Estimates, Reports on Plans and Priorities, Public Accounts and the Departmental Performance Report) and management of Treasury Board Submissions and corporate budgeting processes in both financial and program terms. The management of the cost accounting policies includes the following activities: development, implementation, evaluation and quality control of cost accounting systems, procedures, methodologies and cost models. The responsibility of managing systems and processes within the Agency includes the following activities: maintenance of Statistics Canada's financial reporting system and development and implementation of a variety of management processes aimed at improving overall financial effectiveness and efficiency.

Planning, Evaluation and Resource Management Division

The Planning, Evaluation and Resource Management Division consists of two sections. The planning and evaluation section is responsible for ensuring the continued effectiveness of the Agency's planning system, for assisting senior management in developing and assessing corporate planning directives and priorities, and in formulating alternative strategic and operational plans. The section is also responsible for the development and coordination of management systems designed to improve planning, providing information for decision-making, comprehensive and integrated reporting on ongoing programs and special initiatives as well as permitting effective external reporting. As Statistics Canada's Modern Management Practices Office, it is also instrumental in promulgating modern management know-how and best practices including the development of a Corporate Risk Profile with the view of advancing the Management Accountability Framework preparedness for annual assessments. The planning and evaluation section is also responsible for managing the Agency's Integrated Program Reporting program including ensuring the quality, scheduling and reporting of quadrennial program reports which constitute Statistics Canada's program evaluation. The resource management section is responsible for performing a coordination function between Statistics Canada program divisions and internal service providers on matters related to financial, human resource and materiel management and contract administration.

Human Resources Branch

This branch includes the following divisions: Human Resources Development; Human Resources Operations; Official Languages and Translation; and Resourcing and Corporate Assignments.

Human Resources Development Division

Human Resources Development Division supports the management of Statistics Canada in identifying and addressing human resources (HR) issues and challenges. It facilitates the development of HR development policies and programs through activities that evaluate current and future needs of the Agency. It plays a role in the design, development, implementation, coordination and evaluation of programs and mechanisms that support Statistics Canada's Comprehensive Human Resources Development Strategy. Its

primary focus includes training and development, career streaming, employee recognition, human resources planning, diversity/achieving employment equity as well providing data via HR information systems for analysis and decision-making.

Human Resources Operations Division

Human Resources Operations Division includes the following service areas: compensation services, including pay and benefits, pensions and disability insurance; classification; the Employee Assistance Program; health support, including health and safety, wellness and nursing services; and labour relations.

Official Languages and Translation Division

Official Languages and Translation Division develops Statistics Canada's strategies and guidelines on official languages, provides information and advice to managers on the legal requirements of the Official Languages Act and on the implementation of related policies and programs. It also provides employees with information on their rights and obligations regarding official languages. The division also develops and manages the departmental language training program and plans and oversees the individual training of employees. In addition, it is responsible for managing translation services for all of Statistics Canada and for managing, standardizing and disseminating terminology related to Statistics Canada's activities.

Resourcing and Corporate Assignments Division

Resourcing and Corporate Assignments Division is responsible for staffing including support for unique and generic competitions, students and alumni; human resources support for regional operations; recruitment and development programs including managing assignments for recruits and monitoring their development throughout the program; mentoring; and corporate assignments, secondments and Interchange Canada.

National Accounts and Analytical Studies Field

The field is responsible for providing a set of macroeconomic series within the framework of the System of National Accounts. It provides a broad range of research and analysis intended to improve society's knowledge of social and economic behaviour and undertakes research and

development of statistical techniques. The field is headed by an Assistant Chief Statistician with responsibility for analytical studies and the System of National Accounts.

Analytical Studies Branch

This branch includes the following divisions: Current Economic Analysis; Micro Economic Studies and Analysis; and Unpaid Work Analysis.

Current Economic Analysis Division

The division provides Statistics Canada's assessment of current economic conditions. This is done through articles in the Canadian Economic Observer and the production of the composite leading indicator. The division also supports research and analysis in other areas of the department.

Micro Economic Studies and Analysis Division

The division focuses on a broad range of topics in several areas making use of Statistics Canada micro databases, develops new data, and provides analytical studies using various Statistics Canada data sources. The first area covered is industrial economics. The division makes use of specially constructed longitudinal databases that link data from several areas within Statistics Canada. It has examined such issues as the importance of small firms in the job creation process, the changing nature of multinationals, and the success of new firms. The division also conducts surveys that focus on the contribution of innovative and technological capabilities to growth, job creation, the use of advanced manufacturing technologies in Canada, the characteristics of the innovation process, the importance of financing to the growth of new firms, and the causes of bankruptcy. The division also conducts analytical research on productivity. Finally, the division conducts research on issues of concern to the System of National Accounts in the area of measures of the new economy, depreciation, and pricing.

Unpaid Work Analysis Division

The division produces analyses, related supporting statistical concepts and special databases pertaining to a variety of aspects of productive work which takes place outside of labour markets, focusing upon linkages between unpaid productive work and paid work. A major aspect of the division's output pertains to extension of the production boundary of the System of National

Accounts by means of satellite accounts. In this connection, the division is the custodian of the Total Work Accounts System, and it contributes to the work that leads to satellite accounts for the sector of non-profit organizations. The division also contributes to building the Agency's intellectual capital through the innovation of concepts and methods that may be used by external researchers to extend their mining of Statistics Canada data, and produces assessments of quality and utility of data sources used for its analytical work.

System of National Accounts Branch

This branch includes the following divisions: Balance of Payments; Environment Accounts and Statistics; Income and Expenditure Accounts; Industry Accounts; and Public Institutions.

Balance of Payments Division

The division is responsible for producing statistics on economic transactions between Canadian residents and the rest of the world and on Canada's international assets and liability positions.

Environment Accounts and Statistics Division

The division is responsible for the integration of environmental and socio-economic information into core sets of statistics relevant to the analysis of relationships between human activity and the environment in Canada. The environment statistics are intended to assist those in government responsible for developing policy and measuring performance while also helping individual Canadians who want to know more about trends in the environment.

Income and Expenditure Accounts Division

The division is responsible for estimates of the Gross Domestic Product (GDP) and its components at national and provincial levels by income and expenditure categories; key economic processes such as production, income generation, sales on major markets, consumption, capital formation, financial transactions and wealth; measurement of tourism activities and non-profit activities; the conceptual and statistical integration of statistics within the System of National Accounts; research on the restructuring and extension of the System of National Accounts in conjunction with re-examination of accounts at the international level.

Industry Accounts Division

Industry Accounts Division develops annually a set of production accounts for Canada as well as for the ten provinces and three territories using an input-output accounting framework. The Gross Domestic Product (GDP) statistics from this framework are projected by provinces and territories for the most recent three years. The division also produces monthly, quarterly and annual measures of the GDP by industry in constant prices for Canada.

Public Institutions Division

The division produces statistics on the financial activities and employment of the Canadian public sector. More specifically, these include government revenues, expenditures, assets, liabilities and debt statistics for the federal, provincial and local levels of government which comprise general government operations as well as health and education institutions. Consolidated financial data for all these levels of government are published. Data are also produced on income, expenditures, assets and liabilities of government business enterprises and the sales, volumes and government revenues from the sale of alcoholic beverages in Canada. The division is also responsible for maintaining the public sector universe, a list of entities that form the public sector.

Social, Institutions and Labour Statistics Field

The field conducts a wide range of statistical programs dealing with all aspects of the social, institutional and labour market characteristics and activities of Canadians. The field is headed by an Assistant Chief Statistician with responsibility for census and demographic statistics as well as statistics on justice, education, the labour force and income. The field also is responsible for international relations with statistical offices of other countries and international organizations.

International Relations Division

The division coordinates Statistics Canada's contacts with the statistical offices of other countries and international organizations such as the United Nations, its specialized agencies and regional commissions, the Organisation for Economic Co-operation and Development, the European Union and the International Statistical Institute. It provides policy advice on international matters to senior Agency management; coordinates the work required for fulfilling

international obligations such as representation at intergovernmental meetings and data reporting; manages the Agency's International Technical Assistance Program; and maintains contact on behalf of the Agency with the Department of Foreign Affairs and the Canadian International Development Agency. The division's responsibilities also include the administration of the Agency's approval system for foreign and non-operational domestic travel.

Census Program Branch

This branch includes the following division: Census Operations.

Census Operations Division

The division is responsible for the planning, development and implementation of all production-related processing and dissemination of the censuses of population.

Institutions and Social Statistics Branch

This branch includes the following divisions: Canadian Centre for Justice Statistics; and Culture, Tourism and the Centre for Education Statistics.

Canadian Centre for Justice Statistics

The Centre is the operational arm of a federal-provincial-territorial initiative dedicated to national statistics and information on the justice system in Canada. The Centre is responsible for producing information on the extent and nature of crime and the administration of criminal and civil justice in Canada.

Culture, Tourism and the Centre for Education Statistics

The division is responsible for culture, education and travel and tourism statistics.

Labour and Household Surveys Branch

This branch includes the following divisions: Income Statistics; Labour and Household Surveys Analysis; Labour Statistics; and Special Surveys.

Income Statistics Division

The division is responsible for a number of household surveys including the Survey of Household Spending, the Survey of Labour and Income Dynamics and the Survey of Financial Security. In addition, information is also produced on pension plans in Canada.

Labour and Household Surveys Analysis Division

The division provides resources for the content, analysis and evaluation of income and labour market related data including data on labour force status, occupation, labour compensation, pensions, industry, individual and family income and expenditures.

Labour Statistics Division

The division is responsible for producing a wide range of labour market statistics from business and household surveys and administrative records such as monthly estimates of employment, unemployment and average earnings. In addition, the division produces information on the operation of the employment insurance program as well as from a longitudinal survey on workplace and worker characteristics.

Special Surveys Division

The division is responsible for the Special Surveys Program at Statistics Canada which provides a capacity to develop and carry out occasional or ad hoc household surveys.

Social and Demographic Statistics Branch

This branch includes the following divisions: Demography; and Social and Aboriginal Statistics.

Demography Division

The division is responsible for the following four areas: population estimates, population projections, census and survey related activities, and developmental and analytical research.

Social and Aboriginal Statistics Division

Social and Aboriginal Statistics Division is a centre of expertise for three main subject-matter areas: immigration and ethno-cultural statistics, data on the Aboriginal population, and statistics on topics related to inclusion and well-being.

Topics: Policies, plans and programs.

Program Record Number: STC OCS 005

Health Statistics Division

Health Care

Description: The Health Care Program provides information on health care institutions and the use of their services. Details are available for hospital inpatient morbidity, mental health hospital inpatient morbidity, and hospital and residential care facilities. Health institution operations records contain data on available beds, patient-days during the year, patient movement (admissions/separations), service workload of various departments, personnel and paid hours of work by occupational groups, detailed departmental operating expenditures (salaries and wages) and income by source and balance sheet information from hospitals. Information is available on the number and rate of induced abortions and selected demographic and medical information about women obtaining induced abortions performed in Canada. It also is responsible for maintaining the Health Person-Oriented Information Database. The principal source of information for this database is the Hospital Morbidity Database. Records with valid personal identifiers are identified as linkable records and key variables are verified for consistency across records with the same personal identifier. The database is available for studies linking morbidity information to other administrative or survey data where approved is obtained.

Topics: Institutions, services, abortion.

Program Record Number: STC HLT 080

Health Status and Vital Statistics

Description: The Health Status Program covers the social and risk factors that influence health. The Vital Statistics Program provides information on vital statistics (births, deaths, marriages, divorces, life tables) as well as cancer and tuberculosis incidence.

Topics: Births, deaths, marriages, divorces, cancer, tuberculosis.

Program Record Number: STC HLT 095

Occupational and Environmental Health Research

Description: The Occupational and Environmental Health Research Program provides statistical and policy-related information in relation to occupational, lifestyle, socio-economic and environmental factors that influence health. The section maintains the Canadian Birth Database, the Canadian Cancer Registry and the Canadian

Information Holdings

Program Records

Departmental Secretariat

Agency Operations

Description: Records relating to the overall functions of the Agency.

Mortality Database as well as a number of other data sources used in long-term medical follow-up studies. All studies involving long-term medical follow-up must satisfy a prescribed review and approval process.

Topics: Databases, studies.

Program Record Number: STC HLT 115

Population Health Surveys (I)

Description: The National Population Health Survey (NPHS) collects information on the health of the Canadian population and related socio-demographic information. The first cycle of data collection took place in 1994–1995. The survey will continue every second year thereafter for 18 years (i.e., 10 cycles). The NPHS has three components: household, health institutions and the North. The NPHS household component fulfilled both cross-sectional and longitudinal needs during its first three cycles. Starting in Cycle 4 (2000–2001) the component became strictly a longitudinal survey and the cross-sectional component of the NPHS was taken over by the Canadian Community Health Survey (CCHS). The NPHS health institutions component fulfilled both cross-sectional and longitudinal needs during its first two cycles. Starting in Cycle 3 (1998–1999), the component became strictly a longitudinal survey. The health institutions component ended after five cycles. The NPHS North component fulfilled both cross-sectional and longitudinal needs during its first two cycles. Cycle 3 was cross-sectional only. The North component ended after three cycles and the CCHS now collects information on the North. The Joint Canada/United States Health Survey was conducted in 2002 and 2003 and was a collaborative effort between Statistics Canada and the U.S. National Center for Health Statistics. Statistics Canada collected health data from a sample of adults in both countries. Content included disease burden, restriction of activities and access to, and use of, health care services.

Topics: Health surveys.

Program Record Number: STC HLT 081

Population Health Surveys (II)

Description: The Canadian Community Health Survey (CCHS) is a cross-sectional survey that collects data on the health of Canadians. The CCHS follows a cycle of large broad-based surveys every two years with alternate years focusing on detailed topic areas such as mental health, nutrition, etc. The first cycle of the Canadian Community Health Survey (CCHS 1.1) was conducted in 2000–2001. It collected health data for Canadians aged 12 and over in 136

health regions across the country. The Health Services Access Survey (HSAS), a supplement to the CCHS, was conducted in the fall of 2001 and 2003 and gathered information at the national and or provincial level on the patterns of use of health care services and self-reported difficulties faced by Canadians aged 15 and over in accessing health care. The survey content from the HSAS was embedded in the CCHS questionnaire starting with cycle 3.1 (2005). The Canadian Community Health Survey – Mental Health and Well-being (CCHS 1.2) was completed in 2002 and produced provincial cross-sectional prevalence estimates of certain mental health disorders, utilization of mental health services and examined links between mental health and socio-demographic, geographic and economic characteristics. The Canadian Forces Mental Health Survey (a supplement to the CCHS 1.2) was also undertaken in 2002 as a cost-recovery project. Cycle 2.2 of the Canadian Community Health Survey was conducted in 2004 and focussed on nutrition. Cycle 3.2 (2006) was suspended and integrated with the new Canadian Health Measures Survey. Cycle 4.2 in 2008 will focus on healthy aging. The regional component of the CCHS program (“x.1” cycles) was redesigned starting with cycle 4.1 in 2007 to move to an ongoing data collection approach. This part of the program will no longer alternate with the focus content survey (“x.2”), but will always be in collection and will result in increased frequency of data releases.

Topics: Health surveys.

Program Record Number: STC HLT 082

Physical Health Measures Division

Canadian Health Measures Survey

Description: The Canadian Health Measures Survey (CHMS) collects key information relevant to the health of Canadians by means of direct physical measurements such as blood pressure, height, weight and physical fitness. As part of the CHMS, a clinical oral health examination will help to evaluate the association of oral health with major health concerns such as diabetes and respiratory and cardiovascular diseases. In addition, the survey collects blood and urine samples to test for infectious diseases, nutrition and environmental markers. Through household questionnaires, the CHMS gathers information at the national level related to nutrition, smoking habits, alcohol use, medical history, current health status, sexual behaviour, lifestyle and physical activity, the environment and housing

characteristics as well as demographic and socioeconomic variables. This information will help to evaluate the extent to which health problems are associated with such major health concerns as diabetes, obesity, hypertension, cardiovascular disease, exposure to infectious diseases and exposure to environmental contaminants. In addition, the survey will provide clues about illness and the extent to which many diseases may be undiagnosed among Canadians. The CHMS will serve to ascertain relationships among disease risk factors and health status based on direct measures. It will also provide a platform to explore emerging public health issues and new measurement technologies.

Topics: Health.

Program Record Number: STC PHM 712

Business and Labour Market Analysis Division

Integration and Analysis

Description: Records related to analysis and data development in the areas of business/industry and labour market using data derived from Statistics Canada business and labour surveys as well as administrative data.

Topics: Displaced workers and labour adjustment; wage and income inequality, unemployment and employment insurance; employment creation studies; impact of structural change in the economy on wages and job separations; quits and layoffs in the economy; micro-simulation model development; employment equity studies; survey development in the area of labour demand and human resource practices in firms.

Program Record Number: STC BMA 255

Health Analysis and Measurement Group

Health Analysis and Measurement

Description: The analytical output includes various studies on the relationship between socio-economic status and health, the impact of morbidity on population health and the development of health status indicators. Analysis and studies arising from the program are disseminated in various Statistics Canada publications and academic and medical journals.

Topics: Socio-economic status, health.

Program Record Number: STC HAM 701

Socio-Economic Analysis and Modeling Division

Social Policy Simulation Database/Model

Description: The Social Policy Simulation Database/Model is a public use database of family/individual microdata that allows analysts to assess the effects of past or proposed changes to Canada's tax/transfer system.

Topics: Tax data, transfer payments.

Program Record Number: STC SES 296

Socio-Economic Analysis and Modeling

Description: Records relate to studies using statistical data produced by other areas of Statistics Canada.

Topics: Studies.

Program Record Number: STC SES 285

Agriculture Division

Census of Agriculture and Census of Population Record Linkage

Description: Records related to the Census of Agriculture conducted every five years and the linkage of Census of Population data with Census of Agriculture data.

Topics: Number and type of farms, crop, horticulture and land use areas, land management practices, numbers of livestock and poultry, organic farming, computer use, farm machinery and equipment, farm capital, and farm operating expenses and receipts, number of farm operators, age, sex, residence status, farm and non-farm work and farm-related injuries, marital status, mother tongue, highest level of schooling, net farm income as well as farm population counts and income profiles for census farm families and households.

Program Record Number: STC AGR 445

Crop Condition Assessment Program

Description: The Crop Condition Assessment Program is a free, Web-based application providing weekly cropland and pasture monitoring throughout the growing season for the regions of Western Canada and the northern great plains of the United States. Data are derived from the analysis of low-resolution satellite imagery. Available products include value-added satellite images, thematic maps, vegetation index graphs and tabular data of current and historical cropland and pasture conditions. An experimental spring wheat yield model is also included for Western Canada as a useful tool for making management decisions.

Topics: Crop development, pasture development, comparison of crop conditions, normalized difference vegetation index, climatic conditions.

Program Record Number: STC AGR 451

Crops

Description: Records related to measurements of seeded area, seeding intentions, yield, production and stocks for most crops grown in Canada.

Topics: Field and special crops, grain marketing, vegetables, fruits, greenhouse and nursery products, honey and maple products.

Program Record Number: STC AGR 450

Farm Environmental Management Survey

Description: Information on farm management of manure, commercial fertilizers, commercial pesticides and environmental planning.

Topics: Manure management, commercial fertilizer management, pesticide application practices, land area, livestock inventory, farm type, gross farm receipts, land and water practices and whole farm environmental management.

Program Record Number: STC AGR 457

Farm Income and Prices

Description: Information related to farm income, prices and farm finances.

Topics: Farm cash receipts, farm expenses and depreciation, net farm income, government program payments paid to agricultural producers, value of inventory change, income in kind, farm debt, value of farm capital, value per acre of farm land and buildings, farm product price index, farm business cash flow, value added account, and balance sheet of the agricultural sector.

Program Record Number: STC AGR 455

Farm Register

Description: The Farm Register is a repository of all agricultural operations in Canada and of the main operators or contacts for each of these agricultural operations. It is used for maintenance of the survey frames for agricultural surveys. The register provides a complete historical record of these agricultural operations' survey activities so that response burden can be monitored. It is also a vehicle to produce information for computer-assisted telephone interviews and labels for postal surveys as well as to update survey-collected administrative information.

Topics: Surveys, addresses.

Program Record Number: STC AGR 464

Livestock, Animal Products and Food

Description: Records related to livestock inventories, production of meat and animal products, wool production, fur production, egg production, dairy statistics, stocks of meat and poultry in cold storage, aquaculture production, and food and nutrient statistics.

Topics: Inventories of classes of cattle, pigs, sheep and poultry; stocks in cold storage; dairy products; fur; eggs; wool; per capita food consumption; nutrient information.

Program Record Number: STC AGR 460

Whole Farm Database

Description: Integrated set of descriptive, physical and financial data at the whole farm level on an annual basis. Data are obtained from the Taxation Data Program, the Farm Financial Survey and crop and livestock surveys.

Topics: Area of land and usage, livestock inventories, income and expense statements, assets and liabilities, off-farm income of the farm operators and farm families, investment data, number of farms, farm type and degree of specialization, farm operators' age, sex and marital status.

Program Record Number: STC AGR 452

Science, Innovation and Electronic Information Division

Broadcasting, Program Distribution and Telecommunications

Description: Records related to annual assets, liabilities, revenues, expenses, workforce, investments, international trade, infrastructure, and customer base of the radio, television, cable and telecommunications industries.

Topics: Telecommunications carriers and resellers, radio and television stations and networks, cable and satellite program distribution systems; revenues and expenses by type for broadcasting and telecommunications; capital expenditures by type of assets for broadcasting and telecommunications; international trade in broadcasting and telecommunications services; number of residential and business telecommunications connections by type; volume of telecommunications traffic; number of subscribers to cable, Internet access by cable and mobile telecommunications services; penetration of telecommunications, cable and wireless program distribution services.

Program Record Number: STC SAT 430

Electronic Commerce and Information Technology Use

Description: Records related to the use of different types of information and communication technologies by Canadian businesses and institutions, the value of Internet transactions and the barriers to, and benefits of, electronic commerce.

Topics: Penetration and diffusion of Internet, e-mail, enterprise networks, mobile communications and e-commerce in the private and public sectors; Web presence in the private and public sectors; Internet connections by type in the private and public sectors; value of business-to-consumer and business-to-business sales over the Internet; value of domestic and foreign Internet sales by Canadian businesses; perceived barriers to, and benefits of, electronic commerce.

Program Record Number: STC SAT 431

Internet Use in Canada

Description: Records related to Internet activities for non-business use in Canada, including the extent, location and frequency of use and the motivations for using or not using this technology.

Topics: Use (penetration) of Internet at home, at work, at school and at other locations; modes of Internet connections at home; frequency and purpose of use of the Internet; profile of Internet users and non-users and of Internet shoppers by income, household composition, education level and age, and geographic location; propensity to engage in Internet shopping and Internet ordering; value and type of Internet purchases; value of orders on the Internet by the origin (domestic or foreign) of the supplier.

Program Record Number: STC SAT 432

Science and Technology Statistics

Description: Records relating to resources (expenditures and personnel) for science and technology in the public and private sectors in Canada; indicators of activities, linkages, and outcomes of science and technology activities in Canada.

Topics: Science and technology spending and personnel in the federal and provincial governments, universities and hospitals; research and development spending and personnel in the business enterprise sector (by industry, country of control, revenue size, employment size, province and source of funds) and the private non-profit sector; generation of national and provincial estimates of gross expenditures on R&D (GERD); intellectual property management in universities, teaching hospitals and the federal government; human resources in science and technology; international mobility of highly qualified personnel; impact of advanced technologies in manufacturing and logging; and tracking the introduction of new products and processes (innovation in manufacturing, selected service industries, selected natural resource industries and transportation industries); tracking the use and development of biotechnology

in industry and the federal government and knowledge management in the private sector.

Program Record Number: STC SAT 465

Small Business and Special Surveys Division

Small Business and Special Surveys

Description: Records related to the Small Business Statistics Program, including Small Business Profiles, are compiled from taxation records, the Longitudinal Employment Analysis Program (LEAP) file and special surveys on business financing in Canada. Records also relate to the conduct of special surveys, record linkages and data integration projects which respond to information needs of clients concerning business economic and production statistics in Canada.

Topics: Surveys, record linkages.

Program Record Number: STC SBS 524

Transportation Division

Air Transport

Description: Records related to the movement of aircraft, passengers and cargo by air and to the activities of Canadian air carriers. These data are produced by the Aviation Statistics Centre.

Topics: Canadian air carrier financial and operating statistics; air traffic and volume of cargo at Canadian airports; origin and destination of scheduled air passengers traveling within Canada, between Canada and the United States and internationally; domestic and international air charter statistics; airport activity and traffic flow; fares and fare type statistics.

Program Record Number: STC TRA 395

Rail Transport

Description: Records relating to rail transportation in Canada and between the United States and Canada.

Topics: Railway financial and operating statistics; equipment and length of track; fuel consumption and employment statistics; freight and passenger traffic; freight loaded; commodity movement between provinces and to and from the United States.

Program Record Number: STC TRA 390

Road Transport

Description: Records relating to all road transport in Canada. In addition to surveying carriers and owners of registered motor vehicles, certain programs rely on aggregation of provincial and territorial administrative records.

Topics: Financial and operating statistics on motor carriers of freight (trucking) and passenger bus

and urban transit; commodity origin-destination statistics of the Canadian domiciled for-hire trucking industry (domestic and international); motor vehicle usage, motor vehicle registrations and related licenses; gross and net sales of motor fuels; financial statistics for couriers, local messengers and taxis.

Program Record Number: STC TRA 400

Water Transport

Description: Records relating to water transportation, domestic shipping, international seaborne shipping, and ports of loading and unloading.

Topics: Financial statistics on water carriers; shipping and port activities; commodities loaded and unloaded; containerized commodities; ports of loading and unloading; number, kind, operating status and registry (flag) of vessels arriving at and leaving Canadian ports; foreign port of origin or destination.

Program Record Number: STC TRA 405

Industrial Organization and Finance Division

Business Finance and Taxation

Description: Records related to financial and taxation data of incorporated enterprises operating in Canada. There are two basic programs, the Annual Financial and Taxation Statistics (AFTS) and the Quarterly Survey of Financial Statements (QSFS). The annual program includes data compiled for the entire incorporated business population as depicted on the Statistics Canada Business Register. Such a census is made possible by supplementing data collected through QSFS with data produced by a survey of provincial and federal level government enterprises from the Public Institutions Division and with administrative data from the Canada Revenue Agency. The coverage of the two programs differs slightly as the quarterly program excludes government-controlled and not-for-profit business enterprises while these enterprises are included in the annual program. In addition, the division carries out the Survey of Suppliers of Business Financing (SSBF) on an annual basis. The SSBF targets banks, trust companies, credit unions and caisses populaires, finance companies, portfolio managers, insurance companies and leasing companies. The objective of the survey is to provide a profile of the financing provided to small- and medium-sized enterprises and firms in knowledge-based industries for major groupings of suppliers. The types of financing covered include debt, factoring and leasing. Business clients are classified by the amount of

financing authorized, the instrument used and by province and industry.

Topics: The QSFS and AFTS statistical programs include variables such as assets, liabilities, shareholder's equity, revenues, expenses, profits and retained earnings. In addition, the annual program produces income taxes payable and a reconciliation of profits to taxable income and taxes payable. The SSBF provides amounts authorized, amounts outstanding and business client counts by type of financing (debt, factoring and leasing) for several characteristics of the business clients (authorization size, instrument used, geography and industry). The value of losses is also measured.

Program Record Number: STC IOF 435

Corporations Returns Act

Description: Records related to financial data, ownership, control (including foreign control) and concentration. Statistics Canada is responsible for the administration of the Corporations Returns Act (CRA). The primary purpose of this Act is to prepare an annual analytical report to Parliament on the corporate control and foreign ownership in the Canadian economy. In addition, information is collected on who owns whom in the Canadian corporate economy and is made available in Inter-Corporate Ownership. Central to the CRA program is the annual ownership survey, which must be completed by each corporation with total assets exceeding \$10 million or total gross revenue exceeding \$15 million.

Topics: Country of control, assets, operating revenues, corporate concentration; and directory of inter-corporate ownership.

Program Record Number: STC IOF 440

Survey of Deposit-Accepting Intermediaries: Chartered Banks, Trust Companies, Caisses Populaires and Credit Unions

Description: The annual Survey of Deposit-accepting Intermediaries targets chartered banks, trust companies, caisses populaires and credit unions (local and central). It collects national-level financial data on different elements of the income statement and balance sheet, as well as certain non-financial information such as the number of employees. The data are broken down according to the production of major business segments pertinent to the Canadian operations of deposit-accepting intermediaries.

Topics: Retail banking (personal and commercial), corporate and institutional finance, electronic financial services, treasury and investment banking, fiduciary services and other services.

Program Record Number: STC IOF 441

International Trade Division

Custom Data Retrievals: Exports and Imports

Description: Canadian or world trade data tabulations on a customized basis.

Topics: Exports and imports according to the Harmonized System and the North American Industry Classification System on a custom basis by quantity and value; commodity; country and weight of merchandise; exports by province of origin; imports by province of clearance; import and export price and volume indexes. Seasonally adjusted import and export data are available on a balance of payments basis.

Program Record Number: STC INT 410

Profile of Canadian Exporters

Description: To increase the scope of trade analysis, Statistics Canada has developed the Profile of Canadian Exporters which links merchandise trade data to the industrial activity of organizations engaged in international trade.

Topics: Trade variables such as industrial classification, exporter size, value of domestic exports, destination, province of residence, and employment statistics for exporting establishments (2004).

Program Record Number: STC INT 414

World Trade Analyser

Description: A matrix of the value of international trade flows (exports and imports of goods) created from adjusted United Nations source data broken down by over 180 partner countries and over 800 commodities/industries. Annual data are available from 1985 to 2003.

Topics: Commodities according to the Standard International Trade Classification Revision 2 at the 4-digit level.

Program Record Number: STC INT 412

World Trade Atlas – Canada Edition

Description: The World Trade Atlas – Canada Edition is a data and software product from the International Trade Division and Global Trade Information Services Inc. It contains Canada's trade activity with the rest of the world.

Topics: Canadian trade data with over 250 trading partners, data from 1995 up to the most recent monthly data on over 18,000 import and 6,000 export commodities, national, provincial, territory and U.S. state level geography, currency conversion, detailed Harmonized System exports and imports data at the HS-8 and HS-10 digit level, respectively.

Program Record Number: STC INT 411

Investment and Capital Stock Division

Capital Expenditures

Description: Records related to capital and related expenditures on new construction, machinery and equipment purchase and repair work on structures and machinery.

Topics: Provincial capital and related expenditures by industry and a breakdown of private and public investment.

Program Record Number: STC SCT 475

Capital Stock

Description: Records related to the annual estimates of the value of fixed assets and quarterly estimates of capacity utilization rates.

Topics: Series on fixed capital flows and stocks, and depreciation in current, constant and Chain Fisher dollars by industry and province; series on fixed capital flows and stocks, and depreciation in current, constant and Chain Fisher dollars by selected groups of assets and by industry at the national level; national series on industrial capacity utilization rates.

Program Record Number: STC SCT 470

Current Investment Indicators

Description: Records related to building permits, residential and non-residential capital building expenditures and fixed assets in housing.

Topics: Number and value of building permits issued by municipalities; number of new dwelling units by type; value of residential, commercial, governmental and institutional building construction; housing stock; construction activity indicators; provincial and metropolitan in non-residential building expenditures in both current and constant dollars.

Program Record Number: STC SCT 480

Prices Division

Consumer Price Indexes and Other Indexes

Description: Records related to the measurement of consumer price changes and region-to-region price differences, including concepts and procedures.

Topics: Consumer price indexes, average retail prices for selected commodities, inter-city price comparisons for selected commodity groups, indexes for foreign service posts and Canadian isolated posts, methodology and concepts.

Program Record Number: STC PRI 415

Industrial Prices

Description: Records related to the measurements of price movements in the production of commodities and services.

Topics: Industrial price indexes: manufacturers' selling price indexes; contractors' selling price indexes for a limited number of construction activities and services such as wholesale and retail services, freight transportation services, engineering and other professional services, and telephone services; electricity selling price indexes; selected purchase price indexes: special purpose indexes for capital expenditures, machinery and equipment by industry of purchase; raw materials price indexes, including data for imported as well as domestically produced goods; farm input price indexes.

Program Record Number: STC PRI 420

Distributive Trades Division

Retail Trade

Description: Records related to sales, inventories, commodities and operating data for retail businesses, the number and value and origin of manufacture of new motor vehicles sold in Canada. Data are available on a provincial/territorial basis for selected outputs.

Topics: New car dealers; used and recreational motor vehicle and parts dealers; furniture stores; home furnishings stores; computer and software stores; home electronics and appliance stores; home centres and hardware stores; specialized building materials and garden stores; supermarkets, convenience and specialty food stores; beer, wine and liquor stores; pharmacies and personal care stores; gasoline stations; clothing stores; shoe, clothing accessories and jewellery stores; sporting goods, hobby, book and music stores; department stores; other general merchandise stores; miscellaneous store retailers; electronic shopping and mail-order houses; vending machine operators; fuel dealers; other direct selling establishments.

Program Record Number: STC DTD 375

Wholesale Trade

Description: Records related to sales, inventories, operating data and commodity origin and destination of wholesale business.

Topics: Farm products; petroleum products; food products; alcohol and tobacco; apparel, household and personal goods; pharmaceuticals; motor vehicles; motor vehicle parts and accessories; building supplies; metal products; lumber and millwork; machinery and equipment; computers and other electronics; office and professional equipment; other products; agents and brokers.

Program Record Number: STC DTD 380

Enterprise Statistics Division

Unified Enterprise Survey (UES)

Description: Records relating to the response management function (including respondent relations for all Statistics Canada business surveys and large businesses through the Enterprise Portfolio Manager Program); UES collection coordination and content harmonization services; UES informatics development, maintenance and support services (including coherence analysis, the UES Head Office Survey and various data research projects); UES processing functions; and UES data and metadata storage.

Topics: Respondent relations, computer support, processing.

Program Record Number: STC UES 307

Manufacturing, Construction and Energy Division

Energy

Description: Records related to the production, transformation, transportation and consumption of coal, crude oil, natural gas, electricity and refined petroleum products. The statistical programs are carried out in collaboration with other government agencies such as Natural Resources Canada, the National Energy Board and various provincial energy departments.

Topics: Supply and disposition of solid fuels, liquid fuels, natural gas, electricity and renewable energy forms; consumption of energy by sector and selected industries; financial and operating statistics related to energy industries and pipelines.

Program Record Number: STC IND 315

Logging

Description: Records related to shipments of roundwood.

Topics: Saw logs, veneer logs, pulpwood, poles and pilings (untreated), fuel wood, Christmas trees, miscellaneous roundwood.

Program Record Number: STC IND 385

Manufacturing

Description: Records related to various surveys for the manufacturing sector. Depending on the survey, data covered are shipments, inventories and orders; qualitative assessments of business conditions and employment; operating statistics; materials and supplies used; products shipped.

Topics: The following industries are covered: food, beverage and tobacco products, primary textile, textile products, clothing, leather, wood products, paper, printing and related support, petroleum and coal products, chemicals, plastics and

rubber products, non-metallic mineral products, primary metals, fabricated metal products, machinery, computer and electronic products, electrical equipment, appliances and components, transportation equipment, furniture, other manufacturing industries.

Program Record Number: STC IND 310

Service Industries Division

Service Industries

Description: Records related to financial and other operating data.

Topics: (NAICS sector 51) Information and cultural industries covering publishing (except Internet), motion picture and sound recording, Internet service providers, data processing, and archives; (NAICS sector 53) Real estate, rental and leasing; (NAICS sector 54) Professional, scientific and technical services covering accounting, tax preparation, bookkeeping and payroll, architectural, engineering, surveying and mapping, specialized design, computer systems design, management consulting, scientific and technical consulting, and advertising; (NAICS sector 56) Administrative and support covering employment, travel arrangements and reservation; (NAICS sector 71) Arts, entertainment and recreation covering performing arts, spectator sports and related activities, heritage institutions, amusement, and recreation; (NAICS sector 72) Accommodation and food services covering accommodation services, food services and drinking places; (NAICS sector 81) Other services (except public administration) covering repair and maintenance, personal and laundry services.

Program Record Number: STC SER 425

Client Services Division

Client Services

Description: Records related to the coordination of marketing activities. These activities include the development of strategic marketing plans, market research to assess client satisfaction and identify client needs, coordination of promotional and sales campaigns, pricing and licensing of the Agency's products, the management of a marketing information system and a central registry of all broadcast e-mail communication activities in the Agency.

Topics: Market plans, market research, promotional and sales campaigns, pricing and licensing.

Program Record Number: STC MAR 572

Communications and Library Services Division

Communications

Description: Records related to interactions with program areas, clients and suppliers for media and public relations projects; release materials and associated documentation; minutes, recordings and associated documentation pertaining to federal-provincial consultations; drafts, proofs and artwork related to the division's products; texts submitted for editing.

Topics: Projects and programs.

Program Record Number: STC CMN 570

Library Documentation

Description: This collection contains numbered publications as well as research papers, working papers, user guides, CD-ROMs and associated documentation and internal documents. This collection dates to the founding of the Dominion Bureau of Statistics in 1918 but also includes documents such as census, foreign trade, etc. dating to 1841 from various statistical divisions that merged to become the Dominion Bureau of Statistics. The collection also consists of monographs, serials and reports in the subject areas related to Statistics Canada's activities and supporting documents published by Canadian federal and provincial governments, American and selected foreign and international organizations such as the World Bank and the International Monetary Fund.

Topics: Publications, monographs, reports.

Program Record Number: STC CMN 706

Dissemination Division

CANSIM

Description: Records related to the maintenance, updating, marketing and utilization of the CANSIM databases; the development of new data content and new data storage, retrieval and delivery facilities; the development of meta data systems.

Topics: Databases.

Program Record Number: STC DIS 580

Online Catalogue of Products and Services

Description: A search and retrieval system which provides users with current information about products and services available from Statistics Canada.

Topics: Products and services.

Program Record Number: STC UAS 604

Publications

Description: Records related to the production, sales and marketing of Statistics Canada's publications.

Topics: Publications.

Program Record Number: STC DIS 575

Operations and Integration Division

Operations

Description: Records related to the development and on-going work of the division including:

surveys (mail-out/mail-back surveys, computer-assisted telephone interviews, surveys based on administrative records, imaging documents, analyzing and reformatting computer printouts, CDs, diskettes, etc.); coding (these codes include medical codes, classification of Instructional Programs, North America Industrial Classification System coding, Product List of Annual Survey of Manufactures, etc.); data capture; mapping (operations of the Map Library including the reproduction of maps, retrieving and filing of maps and maintenance of the shipping and receiving of maps); linking the Post Office Postal Codes to the Provincial, Federal or Electoral areas by using Standard Geographical Codes; and preparing the Street Network File for census enumeration.

Topics: Surveys, coding, data capture, mapping.

Program Record Number: STC OPI 595

Operations Research and Development Division

Operations Research and Development

Description: Records showing the performance of work units in the Operations and Integration Division working with measured standards.

Topics: Performance of work units.

Program Record Number: STC ORD 600

Regional Operations Branch

Advisory Services (Regional Offices)

Description: Records relating to the following: research services to identify which data from among Statistics Canada's holdings are most relevant and valuable in meeting client needs; integrating data by combining two or more different data files (integrating one or more Statistics Canada files with client-proprietary data, other public sector data, or commercially published data available to the Agency); census consulting by identifying and cross-tabulating variables to assist clients in determining key demographic profiles on national, regional or more local geographic levels; geographic services by incorporating and

illustrating a variety of different variables with thematic mapping; special services by organizing seminars and conferences on the use of Statistics Canada data and statistical methodologies and techniques; consultation services in conducting surveys; and regional delivery of Statistics Canada communications.

Topics: Research, consultation, communications.

Program Record Number: STC UAS 606

Survey Operations Division

Survey Operations

Description: Records related to data collection and associated activities for population and agriculture censuses, household and business surveys.

Topics: Data collection.

Program Record Number: STC SOP 602

Business Register Division

Canadian Business Patterns

Description: Counts of Canadian business establishments.

Topics: Business demographics in terms of industry, geographic, employment size range and revenue size range.

Program Record Number: STC BUS 525

Geography Division

Geography

Description: The Spatial Data Infrastructure (SDI) contains roads (including road names and address ranges) from the National Geographic Database (NGD), a shared database between Statistics Canada and Elections Canada. The database also includes boundary layers of standard geographic areas and attribute tables as well as reference layers containing physical and cultural features (such as hydrography, railroads and power transmission lines). The SDI supports a wide range of census operations, such as the maintenance and delineation of the boundaries of standard geographic areas (including the automated delineation of dissemination blocks, dissemination areas and urban areas) and custom area creation. The SDI is also the source for generating many geography products for the 2006 Census such as cartographic and digital boundary files and road network files. The division also maintains documentation related to geographic products; geographic attribute database and documentation related to collection, compilation and dissemination of data; spatial concepts and associated attributes of geographic areas; linkage files, concordance

files and documentation related to standard geographies and postal code; custom area creation, geographic consultation and other services related to area selection, data retrieval and geographic information systems.

Topics: Geography, cartography, road networks (names, address ranges, feature types); geographic areas (provinces and territories, census divisions, economic regions, census consolidated subdivisions, census subdivisions, census metropolitan areas, census agglomerations, census tracts, dissemination areas, dissemination blocks, designated places, urban areas, metropolitan influence zones, block-faces, representative points, urban core, urban fringe, urban area, statistical area classification, federal electoral district); postal codes; maps (reference maps, thematic maps, Standard Geographical Classification); geographic concepts; geographic information systems; automated delineation; population and area statistics, digital cartographic boundary files and digital boundary files, custom area creation.

Program Record Number: STC GEO 520

Standards Division

Standards

Description: Records related to classification standards, variables, data sources and methods.

Topics: North American Industry Classification System (NAICS), concordances between different versions of Canadian, U.S. and international Standard Industrial Classifications; Standard Classification of Goods (based upon the Harmonized Commodity Description and Coding System), concordances between the Standard Classification of Goods and other Canadian commodity classifications and industry classifications; North American Product Classification System (NAPCS); Standard Geographical Classification; National Occupational Classification for Statistics (NOC-S) and related concordances; Chart of Accounts: Financial Position and Performance; Classification of Instructional Programs (CIP); other standards covering many areas of social and economic statistics; Integrated Metadatabase (IMDB).

Program Record Number: STC STD 535

Tax Data Division

Taxation Data

Description: Records related to data from taxation records of individuals and businesses including not-for-profit agencies.

Topics: Access to T1, T2, T3, T4, T4A, T3010, T1044, GIF1, GST and PD7 taxation data for statistical purposes.

Program Record Number: STC TAX 530

Informatics Technology Services Division

Communications Services

Description: Responsible for the planning, design, installation and maintenance (including redundancy) of the communications infrastructure in Statistics Canada and across the regional offices. The entire data communications network is managed as a corporate resource that comprises Network A and B environments. In addition, the section provides detailed specifications for communications equipment (network wiring topology, routers and switches) and operational supports for the infrastructure for Internet services and host web services. It also provides e-mail service for the Agency.

Topics: Electronic communications, local area networks, wide area networks, terminals.

Program Record Number: STC CLS 509

Computer Centre Operations Service

Description: This section is responsible for providing a secure environment for housing departmental computer systems. In addition to managing the Main Computer Centre facility and its security and environmental systems, the section is responsible for the operation of shared server and mainframe resources. It is also responsible for continuous monitoring of Agency infrastructure with appropriate response to failures.

Topics: Computer support.

Program Record Number: STC CLS 512

Corporate Workstation Section

Description: The section is the designated support centre for the majority of the software products in the Agency's software toolbox, and as such, has the responsibility for providing expert advice to the Agency on a wide range of workstation products. The section is also responsible for the configuration and deployment of products in the standard desktop and other widely used software products. This mandate extends to the provision of support for client-server database products and SAS on the mainframe and various server platforms. The section uses Microsoft System Management software to automate the deployment of corporate licensed software products and upgrades. In addition, the section establishes a contract for the acquisition of standard microcomputers annually.

Topics: Microcomputers, printers, software support.

Program Record Number: STC CLS 508

Informatics Advisory Services

Description: The Informatics Advisory Services (IAS) provides a central contact for all Informatics Branch services. Clients contact the Help Desk for all inquiries and service calls relating to their informatics and data communication needs. IAS provides Statistics Canada employees with information on the division's products and services and assistance with IT-related problems. The section is responsible for the IT Help Desk and the Informatics Branch and divisional Web sites. Staff answers queries from clients, registers clients for divisional services and posts information on client and internal Web sites to keep the client community informed. This information is provided through service bulletins via the Informatics Web sites, e-mail messages, service alerts, and through the division's case management system.

Topics: Service, support.

Program Record Number: STC CLS 510

Informatics Security

Description: Provides IT security-related services to assist departmental clients meet their business needs. The unit assists users by providing central services such as security awareness sessions, threat and risk assessments, disaster recovery planning assistance, access control facility management, data communications security services and computer virus control services. The section also develops and implements security policies and practices consistent with government-wide requirements and specific departmental requirements.

Topics: Security.

Program Record Number: STC CLS 511

Informatics Training

Description: The Informatics Training Section provides bureau-wide IT training services. It is the designated Training Centre at Statistics Canada for all supported software products including databases, programming languages and desktop products as well as for specialized training on system development methodologies, project management and best practices for delivery of IT systems and services. The mandate of this section is to research, design, manage and deliver courses aimed at both professional and business users of IT systems on a fee-for-service basis. The section also offers a training needs analysis program

helping divisions identify their training requirements and to set up training plans.

Topics: Training.

Program Record Number: STC CLS 505

LAN Services

Description: The mandate of the LAN Services Section is to operate, manage and maintain the internal computing environment used by divisional staff to perform day-to-day activities. The section ensures that employee workstations are configured and deployed in a timely fashion, installs user software on workstations and maintains the computer equipment in the IT Training classrooms. The section provides a full suite of LAN administrative services to clients and supports the corporate WTS environments on both Networks A and B. The section is also developing targeted LAN related services such as a file and print service.

Topics: Computer support.

Program Record Number: STC CLS 506

Mainframe Computer Services

Description: The section is responsible for the provision of mainframe services to the Agency's client divisions. It installs, maintains, updates and supports the mainframe hardware and operating systems and provides technical expertise on the mainframe and related areas such as workload management, disk and tape storage, the UNIX mainframe service and mainframe communications services. The section also provides technical advice and information to clients on the proper use of mainframe services as well as advice on troubleshooting and evaluation of emerging products.

Topics: Computer support.

Program Record Number: STC CLS 517

Managed Storage/UNIX Services

Description: The Managed Storage/UNIX Services Section provides a comprehensive level of server support for UNIX services in the Agency. Managers are provided a full range of system support for UNIX, LINUX and VMS servers. The section also offers a variety of other cost-recovery services designed to assist clients in optimizing performance and availability and reliability of their data. The main managed storage services are: Enterprise Backup (a service that protects the intellectual property and corporate data of Statistics Canada, provides a consistent backup strategy and supports corporate business resumption planning) and Enterprise Storage Service (a service which

provides Windows and UNIX server clients with an enterprise corporate storage environment).

Topics: Computer support.

Program Record Number: STC CLS 515

Performance and Accounting and Informatics Planning, Policy and Standards Development

Description: The section is responsible for the identification and recovery of costs of providing divisional services to clients. Business line managers in the division provide the section with information on client usage of services. Advertised rates applied to the data and billing information are then submitted to the division responsible for finances who provides reports to clients and managers. In addition, the section is responsible for coordinating the development of informatics policy and standards and preparing the five-year capital plan.

Topics: Capital plan, policies and standards.

Program Record Number: STC CLS 507

Regional Office/Intel Services

Description: The Regional Office/Intel Services Section provides the following services: full support in the areas of system software installation and configuration, fault isolation and resolution, fault root cause analysis and virus protection. The section also offers a variety of other cost-recovery services designed to assist clients in optimizing the performance and reliability of their servers and availability of their data. The section also provides a utility computing service which offers clients a high performance, secure, reliable and cost-efficient virtual server environment in which to house development, test and production environments.

Topics: Computer support.

Program Record Number: STC CLS 516

Technical Support Services

Description: The section is responsible for managing the maintenance contracts for all of Statistics Canada computers and peripherals (except the IBM mainframe). The section replaces broken computer components and maintains an inventory of spare parts. The section is also responsible for the installation and maintenance of the network plant including CAT5 cabling, fiber cabling, routers, hubs and switches. It also manages the wiring and switches for voice and data communications within headquarters.

Topics: Computer support.

Program Record Number: STC CLS 514

System Development Division

Documentation

Description: General descriptions of the external interface and internal operations of software developed by the division.

Topics: User guides, manuals, system specifications.

Program Record Number: STC ISD 495

Software

Description: Sets of instructions to enable a computer to perform a given task.

Topics: Application programs, utility programs, generalized programs.

Program Record Number: STC ISD 490

Business Survey Methods Division

Business Survey Methods

Description: Records relate to survey design, methodology, quality assurance, time series, and data analysis primarily for economic statistics programs that include sample surveys, censuses and the use of administrative records.

Topics: Planning of surveys; use of administrative data; total survey design; sample designs; sampling frames; stratification and allocation; questionnaire design; sample maintenance and rotation; data collection and processing; coding; quality control and quality assurance; treatment of nonresponse; edit and imputation; outlier detection and treatment; assessment of sampling and non-sampling errors; evaluation and redesign of surveys; methods for analysis of survey data; record linkage; generalized methods and systems for various survey steps; re-engineering existing surveys; integrated survey design over a number of surveys; data integration; time series; forecasting models; linking of time series; calendarization; benchmarking and revision procedures; seasonal adjustment; survey methodology research.

Program Record Number: STC BSM 545

Household Survey Methods Division

Household Survey Methods

Description: Records relate to survey design, methodology, data quality and analysis primarily for the household and institutional statistics programs that include surveys, censuses and the use of administrative records.

Topics: Planning of surveys; total survey design; sample designs; sampling frames; questionnaire design; data collection and processing; coding; quality control and quality assurance; estimation; edit and imputation; outlier detection and

treatment; benchmarking and revision procedures; assessment of data quality (sampling and non-sampling errors); small area estimation; evaluation and redesign of surveys; methods for analysis of survey data; record linkage; generalized methods and systems for various survey steps; integrated survey design over a number of surveys; data integration; evaluation and analysis of administrative data; survey methodology research.

Program Record Number: STC HSM 560

Small Area and Administrative Data Division

Administrative Data

Description: Records contain aggregated data primarily from the T1 income tax form; a sample (20%) longitudinal file.

Topics: Income data by source (individual and family); sub-provincial data (areas as small as postal walks); migration; income and demographic data (individual and family).

Program Record Number: STC SAD 550

Small Area Database

Description: The Small Area Database contains annual socio-economic and demographic data for sub-provincial areas. These data come from sources within and external to Statistics Canada. Custom tabulations of aggregated data from all databases can be obtained on a cost-recovery basis. Longitudinal data can be derived from the Longitudinal Administrative Databank on a cost-recovery basis. Data are available for the 1982–2005 period for approximately 4.8 million people (both individual and family information).

Topics: Tax data, sub-provincial areas.

Program Record Number: STC SAD 555

Social Survey Methods Division

Methodology

Description: Records relate to survey design, methodology, data quality, analysis of social statistics programs that include surveys, censuses and the use of administrative records, and statistical consultations.

Topics: Planning of censuses and surveys; total survey design; sample designs; sampling frames; questionnaire design; data collection and processing; coding; quality control and quality assurance; estimation; edit and imputation; outlier detection and treatment; benchmarking and revision procedures; calibration of surveys with a common subject matter; assessment of data quality (sampling and non-sampling errors); evaluation and redesign of surveys; methods for the analysis of survey data; record linkage;

generalized methods and systems for various survey steps; integrated survey design over a number of surveys; data integration; evaluation and analysis of administrative data; survey methodology research.

Program Record Number: STC SVM 540

Data Access and Control Services Division

Data Access

Description: Records relating to requests received under the Access to Information Act and the Privacy Act; requests from federal investigative bodies; agreements with other federal government departments, provincial governments, municipalities or other corporations for the joint collection or sharing of data; order prescribing forms; discretionary disclosure of information pursuant to the Statistics Act; promotion of confidentiality and the administration within Statistics Canada of the Policy on Informing Survey Respondents, the Policy on Record Linkage, the Policy on Microdata Release, the Policy on the Security of Sensitive Statistical Information and the Policy on the Use of Deemed Employees.

Topics: Policies, acts, agreements, orders.

Program Record Number: STC DAC 615

Departmental Security

Description: Records relating to the administration of the security program for Statistics Canada. These include physical security of designated and classified information and other assets held within Statistics Canada; inspections and investigations of suspected breaches or violations of security; checks with investigative agencies as part of the personnel screening process; emergency and safety practices and security awareness.

Topics: Security, personnel screening, inspections.

Program Record Number: STC DAC 617

Internal Audit Division

Audits

Description: Records related to audit engagements and special studies.

Topics: Audits.

Program Record Number: STC PRG 645

Financial Management Operations and Systems Division

Financial Management Operations and Systems

Description: Records related to expenditure and revenue transactions and general accounting services.

Topics: Expenditures, revenues.

Program Record Number: STC FIN 635

Corporate Sales Support System

Description: An invoicing and inventory control system that provides information on accounts receivable for all products and services billed.

Topics: Accounts receivable.

Program Record Number: STC DIS 603

Operational Planning and Programming Division

Operational Planning and Programming

Description: Records related to the development and implementation of operational and financial planning systems, policies, procedures, business rules and costing methodologies; management of budgets at a corporate level for both functional and program terms; management of objective corporate performance reporting for both expenditure and revenue activities; coordination of financial information required for decision-making and quality assessments by senior management; negotiation and confirmation of resource levels with central agencies.

Topics: Policies, procedures, methodologies.

Program Record Number: STC OPP 620

Planning, Evaluation and Resource Management Division

Planning, Evaluation and Resource Management

Description: Records relating to the strategic analysis, coordination and secretariat functions in support of the Department's long-term planning (LTP) process; development and coordination of the Department's Parliamentary reports, including the Report on Plans and Priorities and the Departmental Performance Report; management of the Department's Integrated Program Reporting process including development and ongoing support and maintenance; analytical and strategic advice to senior management on central agency-driven initiatives and priorities that relate specifically to performance and planning, field and corporate performance and planning issues; Statistics Canada's Corporate Risk profile and advice to managers in the preparation of performance management plans.

Topics: Long-term planning, performance, program evaluation, quadrennial program reports, corporate risk framework, corporate risk profile.

Program Record Number: STC CPD 714

Human Resources Operations Division

Employee Assistance Program

Description: Records related to the provision of confidential health assistance and advice to employees, and dissemination of information on various social agencies available to assist employees.

Topics: Assistance.

Program Record Number: STC HRO 611

Resourcing and Corporate Assignments Division

Corporate Assignments

Description: Records related to policies, guidelines, processes and client information pertaining to corporate assignments (including secondments).

Topics: Career development, corporate assignments.

Program Record Number: STC RDD 709

Interchange Canada

Description: Records related to policies, guidelines, processes and client information pertaining to the Interchange Canada program.

Topics: Career development, Interchange Canada.

Program Record Number: STC RDD 715

Recruitment and Development

Description: Records related to policies, guidelines, processes and client information pertaining to the management of recruitment, training and development including an individual record for each recruit at Statistics Canada.

Topics: Recruitment, training.

Program Record Number: STC RDD 703

Staffing

Description: Records related to policies, regulations, guidelines and processes pertaining to all staffing and recruitment at Statistics Canada.

Topics: Resourcing, staffing.

Program Record Number: STC RDD 710

Current Economic Analysis Division

Current Economic Analysis

Description: Records related to the production of Statistics Canada's flagship publication for economic statistics, the Canadian Economic Observer, and the production of the monthly composite leading index.

Topics: Publication, analysis.

Program Record Number: STC CEA 704

Unpaid Work Analysis Division

Unpaid Work Analysis

Description: Records relating to preparation of course materials, technical innovations and empirical analysis, related conceptual innovations and databases pertaining to aspects of unpaid work and retirement.

Topics: Analysis, unpaid work, retirement.

Program Record Number: STC UWA 705

Balance of Payments Division

Balance of Payments

Description: Statistics are presented under two main accounts: the Current and the Capital and Financial Accounts. The Current Account records transactions in goods, services, investment income and current transfers. Services are made up of travel, transportation, commercial services and government services. Investment income comprises interest, dividends and direct investment profits, the latter broken down between dividends and reinvested earnings, while current transfers cover official and private contributions and withholding taxes. The Capital and Financial Accounts is composed of capital transfers such as migrants' assets, transactions in/claims on, and liabilities to, non-residents of Canada. More detailed statistics are also available on Canada's monthly transactions in portfolio securities with non-residents and on Canada's annual transactions in services with non-residents.

Topics: Accounts, transactions, liabilities.

Program Record Number: STC IFE 260

International Investment Position

Description: Statistics are presented under International Assets, International Liabilities and Net International Investment Position. These data are presented according to six geographical areas with the following details: direct investment, portfolio investment in bonds, in stocks and in money market instruments and other investments. Direct investment series are further broken down by country and by industry. Portfolio series, on the liability, are further broken down by issuing Canadian sectors such as federal government and provincial government.

Topics: Investment.

Program Record Number: STC IFE 261

Environment Accounts and Statistics Division

Environmental Information System

Description: The information is presented in three different integration frameworks. In the first one, the statistics are contained in a set of environmental accounts consistent with the rest of the System of National Accounts. These accounts provide monetary and/or physical estimates of the major components of natural capital, of natural resources used and waste generated by sector and industry, and of expenditure on environmental protection. In the second one, the statistics are classified as measuring either the pressure placed by human activities on environmental resources, the state of the environment, or the socio-economic response to environmental conditions. In the third one, the statistics are geographically referenced for presentation and aggregation in analytically relevant spatial units.

Topics: Population and environment, impact of economic activity on the environment (contaminants, waste and greenhouse gas emissions), sustainable development, state of the environment (air, water and soil quality), climate, harvesting and extraction of resources.

Program Record Number: STC ESP 291

Income and Expenditure Accounts Division

Financial Flows and Balance Sheets

Description: Records related to the production of the national financial flow and balance sheet accounts.

Topics: Estimates of borrowing, lending, financial transactions, assets and liabilities for sectors of the Canadian economy (persons, businesses, governments, non-residents) and their principal sub-sectors; detailed account of assets and liabilities by type of financial instrument (bonds, currency, consumer credit, bank loans and stocks).

Program Record Number: STC NAD 245

Income and Expenditure Accounts (Gross Domestic Product)

Description: Records related to the production of provincial and national accounts.

Topics: Estimates of final expenditures by category and types of incomes generated; detailed income and expenditure data for the four sectors of the economy (persons, businesses, government and non-residents); estimates of personal income, gross domestic product and their components, by province and territory.

Program Record Number: STC NAD 235

Labour Income

Description: Monthly data series of labour income by province and territory.

Topics: Wages and salaries, supplementary labour income, special payments, and work stoppages.

Program Record Number: STC NAD 078

National Accounts Data Development

Description: Records relate to research papers and consist of analysis of existing Statistics Canada data, their description, interpretation and explanation.

Topics: Inflation accounting, household work, retirement pensions, non-market production, production boundaries, underground economy, total consumption, satellite accounts, and concepts and definitions.

Program Record Number: STC NAD 230

National Tourism Indicators

Description: Records relate to the importance of tourism in Canada.

Topics: National estimates of tourism expenditures by category (transportation, accommodation, food and beverages, recreation and entertainment) and by origin of the demand (foreign travellers, Canadian tourists); estimates of employment generated by tourism activities.

Program Record Number: STC NAD 231

Non-Profit Sector

Description: Records relate to the economic contribution of the non-profit sector in Canada.

Topics: Non-profit institutions, non-market activities, volunteer work, hospitals, universities, colleges.

Program Record Number: STC NAD 232

Industry Accounts Division

Gross Domestic Product by Industry

Description: Records related to industrial output.

Topics: Gross domestic product by industry, real output measures, value added, industry measures, real domestic product, index of industrial production, gross output by industry, provincial output.

Program Record Number: STC IMA 240

Input-Output Accounts

Description: Records related to the development and maintenance of national and provincial input-output tables (part of which are gross domestic product by industry) and structural models.

Topics: Annual data and records for current price Canadian input-output tables from 1961 to 2002, provincial data and inter-provincial trade flows for each province and territory for 1997–2002,

documentation for a national input-output model and inter-provincial input-output models.

Program Record Number: STC INO 265

Public Institutions Division

Federal Government

Description: Records relating to the federal government, its enterprises, related boards and commissions.

Topics: Federal government and government enterprises; revenues and expenditures; assets, liabilities and debt position; employment, wages and salaries.

Program Record Number: STC PUI 220

Local Governments

Description: Records relating to municipal governments and related boards as well as local school boards, hospitals and government business enterprises.

Topics: Local governments; revenues and expenditures; assets, liabilities and debt position; employment, wages and salaries.

Program Record Number: STC PUI 210

Provincial and Territorial Governments

Description: Records relating to provincial and territorial governments and their enterprises, boards, commissions and health and education institutions.

Topics: Provincial and territorial governments and government enterprises; revenues and expenditures; assets, liabilities and debt position; employment, wages and salaries.

Program Record Number: STC PUI 215

Census Operations Division

1940 National Registration Records

Description: Statistics Canada maintains custody of the 1940 National Registration Records, information from a compulsory registration of all persons 16 years of age or older in the period 1940–1946.

Topics: Name, address, age, date of birth, marital status, dependents, country of birth (persons registered and parents only), year of immigration, nationality, racial origin, languages, education, general health, class of occupation, occupation or craft, employment status, work experience by type, mechanical or other abilities, latent skills, wartime circumstances, previous military service.

Program Record Number: STC COP 020

Census Operations

Description: Census records are maintained in four formats: microfilm copies of the original

questionnaire (prior to 1991), paper format (1991 and 1996), electronic images of the original questionnaire (2001 and 2006) and machine-readable data stored in the census micro database which is used in producing tabulations (1971 to 2006).

Topics: Tabulations of different types of variables can be obtained for various universes on the database: population and families – demographic characteristics (age, sex, marital status); ethno-cultural characteristics (age at immigration, citizenship, ethnic origin); language variables (home language, mother tongue, official language, knowledge of non official language); schooling variables (highest level of schooling, major field of study, school attendance); labour force (class of worker, industry, occupation, place of work); family size (family composition); income (census family income, economic family income, income from each source and total income); households (household maintainer, type of household, household size, length of occupancy, mortgage or rent, condominium, household income); dwellings (condition of dwelling, structural type). Variables are available at various levels of geography across Canada. Information collected in the census varies somewhat from one census to the next.

Program Record Number: STC COP 015

Canadian Centre for Justice Statistics

Adult Criminal Courts

Description: Information on federal statute offences heard in adult criminal courts in Canada.

Topics: Types of offences, age and sex of accused, court decisions and dispositions at the jurisdictional level.

Program Record Number: STC CCJ 145

Correctional Services

Description: Information related to custodial and non-custodial adult and youth correctional services in each of the provincial, territorial and federal jurisdictions.

Topics: Caseload indicators, offender caseload and characteristics, and expenditure data for both provincial and federal correctional systems.

Program Record Number: STC CCJ 125

Court Personnel and Expenditures

Description: Information on the cost of the Canadian court system.

Topics: Aggregate person-year and operational expenditure information for all provinces and territories and for the federal jurisdiction.

Program Record Number: STC CCJ 130

Homicide

Description: Information related to murder, manslaughter and infanticide.

Topics: Characteristics of victims and accused, relationship between the accused and victim(s), and methods used to commit the homicide, and other variables.

Program Record Number: STC CCJ 135

Legal Aid

Description: Information related to the delivery of legal aid in provincial and territorial jurisdictions.

Topics: Revenues, expenditures; personnel resources and caseload counts of each legal aid plan in Canada; information describing the organizational structure, eligibility criteria and coverage of each plan.

Program Record Number: STC CCJ 160

Maintenance Enforcement

Description: Information on child and spousal support payments. The information is collected from Maintenance Enforcement Programs.

These programs, which exist in each province and territory, provide administrative assistance to recipients to help them collect their support payments.

Topics: Caseload of the maintenance enforcement programs, sex and median age of payors and recipients, number and median age of children affected, typical support amounts, compliance rates, and types of actions that programs have to initiate in order to enforce the cases.

Program Record Number: STC CCJ 126

Police Administration

Description: Information related to police personnel and expenditures in Canada.

Topics: Police personnel (police officers, special constables, civilians and other police personnel) and policing expenditures (salary and operations).

Program Record Number: STC CCJ 162

Prosecutions Personnel and Expenditures

Description: Information on administrative and operational activities within the prosecutorial community.

Topics: Various Crown Counsel systems in Canada, prosecutorial organization structures, personnel and expenditure data.

Program Record Number: STC CCJ 161

Transition Homes

Description: Information is collected from 525 facilities across Canada on the operation of transition homes, residents, annual admissions as well as services to residents, ex-residents, and non-residents.

Topics: Type of facility, areas served, type of services provided, type of abuse suffered by the women and children, number of women and children residents, age, disabilities, number of repeat users, police intervention, relationship to the abuser, physical repairs and improvements, and revenues and expenditures.

Program Record Number: STC CCJ 164

Uniform Crime Reporting

Description: Information related to police-reported crime.

Topics: Available at national, provincial, census metropolitan area and local level: all Criminal Code offences, other federal statute (e.g., drugs) and traffic offences, police clearance rates, persons charged by adult/youth and by male/female; available for a sample of police agencies: age and sex of victims and accused, weapons, location of crime, accused-victim relationship and other variables.

Program Record Number: STC CCJ 140

Victim Services

Description: Information on the agencies that provide services to primary and secondary victims of crime, the clientele being served, and annual information from criminal injuries compensation/financial benefit programs collected from approximately 500 agencies across Canada.

Topics: Type of agency, area served by agency, populations targeted for service, type of services provided, number and age of persons assisted, type of victimization, accessibility of agencies, number of victim impact statements, number of employees and volunteers, and revenue and expenditures.

Program Record Number: STC CCJ 142

Youth Courts

Description: Information related to young persons charged with federal statute offences who are dealt with in the youth courts of Canada.

Topics: Types of offence, age, sex, court decisions and dispositions on both national and jurisdictional levels.

Program Record Number: STC CCJ 155

Culture, Tourism and the Centre for Education Statistics

Adult Literacy and Life Skills Program

Description: Indicators of literacy and skills of adults in Canada.

Topics: This program consists of measuring adult literacy and skills of adults in several domains in an internationally comparable manner. The

International Adult Literacy Survey (IALS) was first conducted in 1994–1995 in Canada (excluding the territories) and reported on prose, document, and quantitative literacy. Results for this survey are available for Canada and 21 other countries. A second adult literacy survey (ALL) was conducted in 2003 on a wider sample of respondents (23,000) in all of Canada. The skills measured were: prose literacy, document literacy, numeracy, and problem-solving skills. An indirect measure of information and communication technology (ICT) skills and access was included as well. Both surveys collected basic information on respondents such as demographics, parental background, labour force participation, participation in adult education and training, literacy practices at work and at home, ICT access, and income. The program also runs other surveys on adult literacy. One is a survey following up adults with low literacy levels who took part in the ALL survey; it measures their ability in specific important components to literacy acquisition (vocabulary, spelling, word, number and letter recognition, etc.). Another survey aims at measuring literacy skills of newly arrived adult immigrants in Canada using the same type of measurement tools.

Program Record Number: STC ECT 167

Cultural Activities of Canadians

Description: Demographic characteristics of people attending cultural events and participating in culture activities such as reading, going to the movies, visiting a museum, using the services of a library, attending a dance performance, listening to music, watching TV or taking a course in painting.

Topics: Age group, ethnic origin, province, education, household income, sex.

Program Record Number: STC ECT 195

Cultural Labour Force

Description: Records relating to the characteristics of people residing in Canada working in selected occupations and industries within the cultural sector. A one-time survey in 1994 targeted individuals working as artists, administrators, professionals and technicians in 14 areas: visual arts, crafts, design, literary arts, performing arts, film and video, broadcasting, cultural education, sound recording, book publishing, periodical publishing, heritage institutions, public libraries and other libraries.

Topics: Demographic data (age, sex, marital status, place of birth, ethnic origin, language, disabilities); work patterns (occupation, industry, number of jobs, class of worker, time worked, paid or unpaid, absences, some historical employment

information); finances (total income, income from cultural work, government funding); education and training (formal and informal training, training needs); impact of technological change.

Program Record Number: STC ECT 192

Culture Goods Trade

Description: The Culture Goods Trade database provides estimates of exports and imports of Canadian culture goods. Data are based on administrative records filed for customs purposes in both Canada and the United States. Examples of culture goods include books, magazines, newspapers, postcards, calendars, films, videos, digital videodiscs (DVDs), sheet music, compact discs (CDs), cassettes, paintings (original and reproductions), photographs, sculptures, ornaments and figurines, architectural plans, designs and drawings, advertising materials, museum exhibits, coin and stamp collections, and antiques.

Topics: Value of international trade in culture goods by commodity, value of culture goods traded by regions within Canada.

Program Record Number: STC ECT 168

Culture Services Trade

Description: The Culture Services Trade database provides estimates of exports and imports of Canadian culture services. Data are derived from Balance of Payments estimates of commercial services. Examples of culture services include copyright royalties, trademark royalties, film production and distribution, broadcasting, sound recording, performing arts, advertising and architecture services.

Topics: Value of international trade in culture services, by type of service and culture framework category, along with cross-tabulations for trade between Canada and selected countries.

Program Record Number: STC ECT 169

Culture Studies: Economic Impact Analysis

Description: Studies to measure the value of economic activity associated with culture industries. Measurement indicators consist of estimating the output contributions of culture industries to Canada's gross domestic product (GDP) and estimating the size and characteristics of the culture and non-culture labour force supporting businesses in the culture industries. Records relate to economic activities in the culture sector involving the creation, production, manufacturing and distribution of culture goods and services.

Topics: GDP by culture sub-sectors, culture labour force by class of worker (paid, self-employed), culture workers by labour force activity

(employed, unemployed), rates and trends in culture employment data (unemployment rate, participation rates, etc.), employment and GDP by economic activity (production, manufacturing, creation, distribution).

Program Record Number: STC ECT 171

Domestic Travel

Description: Records related to the Travel Survey of Residents of Canada as well as the analysis and dissemination of its results. This survey is conducted as a supplement to the Labour Force Survey.

Topics: Travellers' socio-demographic information (sex, marital status, age, education, class of worker, industry, occupation, household size); trip information (number of trips, origin, destination, visited area, distance, duration, mode of transportation, purpose, accommodation, activities during the trip, travel expenditures).

Program Record Number: STC ECT 200

Elementary and Secondary Education

Description: Records related to number and characteristics of teaching staff, enrolments, school institutions, minority and second language education; number of graduates and graduation rates; information relating to revenues and expenditures of governments and school boards.

Topics: Students, teachers, facilities, public schools, private schools, schools for the visually/hearing impaired, federal schools, overseas schools, enrolments, pre-primary enrolment, graduate, official language programs in education (French and English programs, education in the minority-language and immersion programs), education price index, financial information on school board revenues and expenditures.

Program Record Number: STC ECT 165

Elementary/Secondary Education Finance

Description: Financial information is obtained from a number of sources including provincial departments of education, federal departments providing funding to education (including both public and private schools). The purpose of this database is to provide to educational policy makers information to do financial and product planning and to provide government organizations with financial information to initiate policies and programs designed to meet social and economic demands.

Topics: Annual revenues and expenditures of elementary/secondary education by fund, source of revenue and expenditure item.

Program Record Number: STC ECT 166

Government Expenditures on Culture

Description: Expenditures on culture by federal, provincial and municipal governments.

Topics: Operating expenditures (including separate categories of wages and salaries and purchase of other goods and services); capital expenditures, operating capital grants, contributions and transfers in the major cultural areas (libraries, museums, archives, parks, literary arts, performing arts, visual arts and crafts, film and video, broadcasting, sound recording, multiculturalism); employment.

Program Record Number: STC ECT 205

International Travel

Description: The International Travel Survey is designed to measure the volume and characteristics of travel by Canadian residents outside the country and by foreign visitors to Canada.

Topics: Port of entry, Canadian residents, non-residents, vehicles, country of residence, expenditures, length of stay, mode of transportation, purpose of trip, activities during trip, type of accommodation used, destinations, spending, source of funding, age.

Program Record Number: STC ECT 250

Pan-Canadian Education Indicators Program (PCEIP)

Description: An ongoing initiative to provide statistical indicators describing selected key areas of the education systems in all provinces and territories. The principal product of the program is Education Indicators in Canada, co-produced with the Council of Ministers of Education, Canada.

Topics: Population trends, children living in low-income, educational attainment, educators, enrolment, education finances, use of information and communications technologies in schools, results of pan-Canadian and international achievement and assessment tests, graduation rates, equity, labour market outcomes, transition of recent postsecondary graduates from education to work. Appendices in the report include a description of education in Canada, a listing of universities and colleges, the data sources used, a glossary and the full indicator set.

Program Record Number: STC ECT 177

Postsecondary Education

Description: Records related to enrolments and full-time teaching staff in community colleges trade/vocational institutions and universities, degrees or diplomas granted, tuition fees and living accommodation costs for university education, foreign student attendance at Canadian

schools, private training providers, revenues and expenditures of governments, colleges and universities.

Topics: University students, community college students, trade/vocational students, apprentices, foreign students; trade school, college and university degrees, diplomas, certificates; university tuition fees and accommodation costs; university teachers, full-time community college teachers; continuing education; financing; estimated, budgeted, and actual expenditures for educational institutions; student aid; federal government expenditures in support of education and training.

Program Record Number: STC ECT 170

Postsecondary Education Finance

Description: Financial information obtained from the administrative files of Canadian universities and other postsecondary institutions (e.g., community colleges and CEGEPs). Federal and provincial governments also provide information on expenditures on education and related activities such as student assistance, research and program administration activities. The purpose is to provide to educational institutions information to do financial planning and to provide government organizations with financial information to initiate policies and programs designed to meet social and economic demands.

Topics: Annual revenues and expenditures of postsecondary educational institutions by fund and source of revenue, item of expenditure, tuition fees by faculty, expenditure on research by educational institutions and other organizations, and student assistance.

Program Record Number: STC ECT 175

Postsecondary Education Participation Survey

Description: This survey was developed to provide basic indicators on access to post-secondary education, persistence in post-secondary education and post-secondary financing in order to assess the effectiveness and efficiency of Human Resources Development Canada's Harmonized Canada Student Loans Program.

Topics: Level of education, most recent program, financing for postsecondary students, postsecondary intentions, student loan awareness, socio-economic status.

Program Record Number: STC ECT 718

Programme for International Student Assessment

Description: The Programme for International Student Assessment (PISA) is an international assessment of the skills and knowledge of 15 year-olds which aims to assess whether

students approaching the end of compulsory education have acquired the knowledge and skills that are essential for full participation in society. PISA is developed jointly by member countries of the Organisation for Economic Co-operation and Development (OECD). The survey gathers cross-sectional data, and uses a new sample of 15 year-olds for each cycle of the survey. PISA assessments take place every three years and focus on three domains: reading literacy, mathematical literacy and scientific literacy. While the three domains form the core of each cycle, two-thirds of the assessment time in each cycle will be devoted to a major domain.

Topics: Student questionnaire: student and family characteristics, student's education, student's school, mathematics classes, information and communications technology; school questionnaire: school characteristics, student body, teachers, pedagogical practices, school resources, administrative structures.

Program Record Number: STC ECT 719

Survey of Approaches to Educational Planning

Description: This survey examines how Canadians are preparing their children for postsecondary education. The primary objective is to improve the understanding of the processes by which the parents/guardians of children aged 0–18 marshal the monetary and non-monetary resources needed to successfully pursue post-secondary education. These include financial saving strategies, parents/guardians' attitudes and values with respect to postsecondary education, the child's demonstration of commitment to education through academic performance and extra-curricular involvement.

Topics: Household income, current value of Registered Education Savings Plans (RESP), total and annual contributions to RESPs, current value of other savings, annual contributions to other savings.

Program Record Number: STC ECT 720

Training and Continuing Education

Description: Information related to adult participation in education and training, types of training being taken, employer sponsorship of employee training, contribution of private training providers to continuing education.

Topics: Enrolment, programs, courses, characteristics of persons taking training, types of training providers, employer contribution, barriers to training, training intentions, government assistance.

Program Record Number: STC ECT 173

Youth in Transition Survey

Description: The Youth in Transition Survey (YITS) is designed to examine the patterns of, and influences on, major transitions in young people's lives, particularly with respect to education, training and work. Human Resources and Skills Development Canada (now Human Resources and Social Development Canada) and Statistics Canada developed YITS in consultation with provincial and territorial ministries and departments of labour and education. Content includes measurement of major transitions in young people's lives including virtually all formal educational experiences and most labour market experiences. It also covers factors influencing the transitions (family, school experiences, achievements, aspirations and expectations, and employment). The implementation plan encompasses a longitudinal survey of each of two cohorts, aged 15 and 18–20, to be surveyed every two years.

Topics: High school status, secondary school courses, secondary school activity, high school engagement, education and training above high school, post-secondary engagement, funding, loans and aspirations, self-esteem/support, employment, training, volunteer activities, skills, demographics, income.

Program Record Number: STC ECT 721

Income Statistics Division

Household Spending

Description: A dual program (Food Expenditure Survey and Survey of Household Spending) that provides detailed expenditures covering the complete budgets of households in private dwellings.

Topics: Household expenditures on food, shelter, household operations, household furnishings and equipment, clothing, transportation, etc. for specific subgroups of the population (by household income, household size, cities).

Program Record Number: STC HLD 045

Pensions

Description: Records related to the terms and conditions of registered pension plans (RPPs) and to the assets of trustee pension funds in Canada. Also records describing the extent to which tax filers are saving for retirement through RPPs and/or Registered Retirement Savings Plans (RRSPs).

Topics: Number of employer pension plans and members, type of plan, contribution and benefit rates, amount contributed, income, expenditures

and assets of all trustee pension funds, retirement savings by tax filers through RPPs and/or RRSPs.

Program Record Number: STC HLD 065

Survey of Financial Security

Description: This survey provides data on the assets and debts of families and unattached individuals and gives a complete picture of the net worth of Canadians (described as the amount of money Canadians would be left with if they sold all of their assets and paid off all debts).

Topics: Information includes the value of all major financial assets (RRSPs, RESPs, RRIFs, DPSPs, deposits, stocks, bonds, mutual funds, other financial assets), non-financial assets (principal residence, other real estate, vehicles, contents of residence, valuables, equity in business) and debts (amount owing on mortgages, vehicles, credit cards, lines of credit, student loans).

Program Record Number: STC HLD 047

Survey of Labour and Income Dynamics

Description: A longitudinal study designed to provide information on the determinants of change in the economic well-being of Canadian families and individuals. There are two overlapping panels of 15,000 households with each panel retained for six years and a new panel introduced every three years.

Topics: Annual measures of labour market activity (employment, characteristics of jobs held during the year, unemployment); educational activity and attainment; income by source; demographic characteristics including age, sex, marital status, marital history, educational attainment; demographic events including migration, change in household composition, family formation and dissolution.

Program Record Number: STC HLD 038

Labour and Household Surveys Analysis Division

Labour and Household Surveys Analysis

Description: Records related to research and development work.

Topics: Research, analysis.

Program Record Number: STC LHS 060

Labour Statistics Division

Employment and Earnings

Description: The Survey of Employment, Payrolls and Hours (SEPH) is a monthly survey covering employers of all sizes and industry with the exception of agriculture, fishing and trapping, private households, religious organizations and

defence services. The estimates are derived from a sample survey sent to employers and from administrative records (PD7) provided by the Canada Revenue Agency. Data are compiled at detailed industrial levels (NAICS 2002) for Canada, the provinces and the territories.

Topics: Employment; payrolls, average weekly earnings; average hourly earnings, average weekly hours and overtime. Selected variables are available by employee type: salaried employees (fixed salary), hourly paid employees and other employees (paid by commissions, piece rates).

Program Record Number: STC LAB 075

Employment Insurance

Description: Records related to employment insurance.

Topics: Benefits paid, weeks of benefit, average weekly benefits, claims received, claims allowed, disqualifications, and beneficiaries by personal characteristics (age, sex, occupation and insurable earnings); monthly and annual data for Canada, the provinces and territories.

Program Record Number: STC LAB 070

Labour Force Survey

Description: Records related to levels and trends in the composition, activities and characteristics of the Canadian labour force.

Topics: Actual and seasonally adjusted employment and unemployment data; demographic, industrial and occupational structure of the labour force; participation rate; multiple job holding; reasons for absence from work; wages; and union rates.

Program Record Number: STC LAB 035

Special Surveys Division

Special Surveys

Description: Records relate to the operations of the special surveys.

Topics: Surveys since 2000 include children and youth, immigrants to Canada, health promotion, experiences with primary health care, travel, attitudes about surveys, smoking habits, victimization, graduates of postsecondary programs, passenger car fuel consumption, volunteer workers, student finances, child care, adult education and training, literacy, drinking and driving, drugs and alcohol, work arrangements, government employee surveys, household energy use, value of wildlife, aging and independence.

Program Record Number: STC SSD 040

Demography Division

Demography

Description: Records related to research for population estimates and projections and demographic and demolinguistic characteristics.

Topics: Population estimates, population projections, emigration, immigration, inter-provincial migration, post-censal estimates, family estimates, components of population growth (births, deaths, migration), demographic characteristics (age, sex, marital status), family characteristics, demolinguistic characteristics (mother tongue, home language, language of work and knowledge of languages), current demographic analysis on the Canadian population.

Program Record Number: STC DEM 030

Social and Aboriginal Statistics Division

1991 Aboriginal Peoples Survey

Description: This post-censal survey was carried out following the 1991 Census of Population. It was conducted to collect data on the lifestyles and living conditions of Aboriginal people in Canada. Two separate questionnaires collected data for the adult (15 years and over) and child (under 15 years) Aboriginal populations.

Topics: Adults (identity, language and tradition, disability, health, lifestyle and social issues, mobility, schooling, work and related activities, expenditures and sources of income, housing); children (identity, language and tradition, health and disability, mobility, schooling, housing).

Program Record Number: STC HFS 122

2001 Aboriginal Peoples Survey

Description: This post-censal survey was carried out following the 2001 Census of Population. It was conducted to collect data on the lifestyles and living conditions of Aboriginal people in Canada. Four separate questionnaires collected data for the following populations: all Aboriginal adults (15 years and over), Aboriginal children and youth (under 15 years), Métis (adult population who self-identify as Métis and/or who have Métis ancestry, and who do not live on-reserve or in Inuit communities) and Arctic (Aboriginal adult population residing in Inuit communities).

Topics: Adult (education, language, labour activity, income, health, communication technology, mobility, housing); children and youth (general health, health care utilization, activities of daily living and medical conditions, physical injuries, dental care, nutrition, education, social activities and relationships, language, child care arrangements, household data); Métis supplement (family

background, household information, cultural background, health); Arctic supplement (household and harvesting activities, personal wellness, community wellness and social participation).

Program Record Number: STC HFS 028

2006 Aboriginal Peoples Survey

Description: This post-censal survey was carried out following the 2006 Census of Population. It was conducted to collect data on the living conditions of Aboriginal people in Canada. Questionnaires collected data for the following populations: all Aboriginal adults (15 years and over), Aboriginal children and youth (6–14 years), the Métis population, and the Inuit adult population residing in Inuit communities in the Arctic.

Topics: Adult (education, language, labour activity, income, health, communication technology, mobility, housing); children and youth (general health, health care utilization, activities of daily living and medical conditions, physical injuries, dental care, nutrition, education, social activities and relationships, language, child care arrangements, household data); Métis supplement (family background, child welfare, social interaction, health); Arctic supplement (household and harvesting activities, personal wellness, community wellness and social participation).

Program Record Number: TC HFS 716

2001 Participation and Activity Limitation Survey

Description: This post-censal survey was carried out following the 2001 Census of Population. It was conducted to collect data on the prevalence of disability in Canada and the impact of disability on the life of Canadians with disabilities.

Topics: Presence, nature and severity of disability; use of technical aids and services; help required and received to perform daily activities; disability-related out-of-pocket expenses; demographic, household, labour force, employment, education, transportation, residential lifestyles and economic characteristics of persons with disabilities.

Program Record Number: STC HFS 707

2006 Participation and Activity Limitation Survey

Description: This post-censal survey was carried out following the 2006 Census of Population. It was conducted to collect data on the prevalence of disability in Canada and the impact of disability on the life of Canadians with disabilities.

Topics: Presence, nature and severity of disability; use of technical aids and services; help required and received to perform daily activities; disability-

related out-of-pocket expenses; demographic, household, labour force, employment, education, transportation, residential lifestyles and economic characteristics of persons with disabilities.

Program Record Number: STC HFS 717

Ethnic Diversity Survey

Description: The Ethnic Diversity Survey was developed to provide information on the ethnic and cultural backgrounds of people in Canada and how their backgrounds relate to their present lives.

Topics: Ethnic ancestry and identity, cultural groups, immigrants, place of birth, religion, family cultural backgrounds, official and non-official languages, discrimination, social engagement.

Program Record Number: STC HFS 029

General Social Survey

Description: The General Social Survey (GSS) is an annual household survey with two principal objectives: to monitor temporal changes in Canadian society and to provide information on current policy issues. Since 1985, the GSS has been recognized for its regular collection of cross-sectional data that allows trend analysis, and its capacity to test and develop new concepts that address emerging issues.

Topics: Cycle 1 (1985) collected data on health and social support; Cycle 2 (1986) time use, social mobility and languages; Cycle 3 (1988) personal risk and victim services; Cycle 4 (1989) work and education; Cycle 5 (1990) family and friends; Cycle 6 (1991) health; Cycle 7 (1992) time use patterns; Cycle 8 (1993) personal risk (the risk of accidents and criminal victimization) and alcohol and drug use; Cycle 9 (1994) education, work and retirement; Cycle 10 (1995) family composition, marital and fertility histories; Cycle 11 (1996) social support including nature of help received and provided, and the dynamic between an individual's social network and help received and provided; Cycle 12 (1998) time use; Cycle 13 (1999) criminal victimization; Cycle 14 (2000) impact of technology, particularly computers and the Web site, on society; Cycle 15 (2001) family composition, fertility, marital and employment history; Cycle 16 (2002) social support and aging including information on care provided to and received by seniors, retirement planning and retirement experiences; Cycle 17 (2003) social capital; Cycle 18 (2004) criminal victimization; Cycle 19 (2005) time use; and Cycle 20 (2006) young families.

Program Record Number: STC HFS 027

Health and Activity Limitation Survey

Description: This post-censal survey was carried out following the 1986 and the 1991 Censuses of Population. It was conducted to collect data on the prevalence of disability in Canada and the impact of disability on the lives of Canadians with disabilities.

Topics: Presence, nature and severity of disability; use of technical aids and services; help required and received to perform daily activities; demographic, household, labour force, employment, education, transportation, residential lifestyles and economic characteristics of persons with disabilities.

Program Record Number: STC HFS 110

Longitudinal Immigration Database

Description: The Longitudinal Immigration Database is a comprehensive source of data on the economic behaviour of the immigrant (tax filer) population in Canada and is the only source of data that provides a direct link between immigration policy levers and the economic performance of immigrants. The database is reviewed every five years to ensure its continuing relevance to immigration policy development.

Topics: Immigrants, tax data.

Program Record Number: STC HFS 722

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Automated Document, Records and Information Management Systems

Budgets

Buildings

Buildings and Properties

Business Continuity Plans

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings
 Hospitality
 Human Resources
 Information Technology Services
 Lands
 Occupational Health, Safety and Welfare
 Office Appliances
 Official Languages
 Pensions and Insurance
 Personnel
 Physical Security
 Proactive Disclosure
 Procurement
 Relocation
 Salaries and Wages
 Staff Relations
 Training and Development
 Travel
 Utilities
 Vehicles

Particular Personal Information Banks

Health Statistics Division

Canada Health Survey

Description: This bank contains information obtained from the Canada Health Survey conducted by Health and Welfare Canada and Statistics Canada in 1978 and 1979. Information includes demographic data, health status, health consequence and risk factor information as well as anthropometric measurements and blood test analyses.

Class of Individuals: Individuals who responded to the survey.

Purpose: The purpose of this bank was to produce data relating to the health of Canadians including alcohol and tobacco use, activity and fitness, seatbelt use, immune status, health problems and disability, emotional health, blood pressure, health services and medication. The data served as input to the planning of health care, health promotion and disease prevention by governments and others.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC HLT 115

TBS Registration: 001852

Bank Number: STC PPU 075

Canadian Cancer Registry

Description: The Canadian Cancer Registry is a continuation of the National Cancer Incidence Reporting System (1969–1991). The information in this bank is provided annually by the ten provincial cancer registries and health authorities responsible for cancer registration in the Yukon, Nunavut and Northwest Territories. The information relates to each newly diagnosed case of primary cancer and includes the name of the person with cancer, socio-demographic characteristics of the person, and diagnostic information.

Class of Individuals: All individuals diagnosed as having primary cancer as reported to provincial cancer registries and territorial health authorities.

Purpose: The purpose of this bank is to produce person-oriented data on the incidence of new cases for primary sites of cancer reported to provincial and territorial cancer registries by site of tumour, age, sex and method of diagnosis. These data provide a large base of information for the study of variations in cancer incidence by personal characteristics and geographic region and allow the monitoring of trends in cancer incidence over time.

Consistent Uses: The Canadian Cancer Registry is used as one of the input files in long-term medical follow-up studies. It supplies cancer-related information on individuals in particular study groups.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC HLT 095

TBS Registration: 001850

Bank Number: STC PPU 065

Canadian Community Health Survey

Description: This bank contains cross-sectional data from the Canadian Community Health Survey and the Health Services Access Survey. The information includes demographic data and indicators of health status, health care utilization and factors that influence health.

Class of Individuals: Individuals who responded to the survey.

Purpose: The purpose of this bank is to provide information on the health status of Canadians from various areas of the country (from 122 to 136 health regions) and to provide information to better understand factors that influence health. The data are used by those in government and others

interested in program planning and analysis in the areas of health care, health promotion and disease prevention.

Consistent Uses: Respondents are asked for permission to link information from provincial health files with the data collected in the survey, and when permission is granted, they are asked to provide their health number. Permission is also sought to share information collected in the survey with the provincial ministries of health, the Public Health Agency of Canada (starting in 2007) and Health Canada, in accordance with the provisions of section 12 of the Statistics Act.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC HLT 082

TBS Registration: 005335

Bank Number: STC PPU 066

Canadian Renal Failure Register

Description: The information in this bank was provided by reports from hospital dialysis and transplantation centres about all new patients starting treatment for chronic renal failure. Information includes the name of patient, socio-demographic characteristics of the patient, and diagnostic and treatment information. This information was collected annually from 1981 to 1986.

Class of Individuals: Patients starting treatment for chronic renal failure.

Purpose: The purpose of this bank was to provide the number of cases under treatment and to produce data to be used in evaluating the efficiency of the treatment modes.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC HLT 095

TBS Registration: 001849

Bank Number: STC PPU 060

Dental Hygienists Database

Description: This bank contains socio-economic and demographic data on licensed/qualified dental hygienists. Variables include highest level of education, school years and place of graduation, type of employer, time spent in dental hygiene activities and numerically coded place of residence and employment. The files are not identified by a name but by a national registration number. The last survey was completed in 1983.

Class of Individuals: Licensed or qualified dental hygienists between 1975 and 1981.

Purpose: The purpose of this bank was to produce statistical data on the socio-economic and demographic characteristics of dental hygienists qualified to practise and reside in Canada, and to provide information to manpower planning groups and other users as a source of data for analysis and special studies.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC HLT 080

TBS Registration: 001846

Bank Number: STC PPU 045

Hospital Morbidity

Description: This databank contains information obtained from hospitals in Canada on patients who have separated (discharges and deaths). The files are identified by a number assigned by the hospital and contain demographic and medical information on the patient such as age, sex, diagnosis, surgical operations, length of stay, condition of discharge, residence of the patient.

Class of Individuals: Hospital inpatients in Canada.

Purpose: The purpose of this bank is to provide national hospital morbidity statistics, including number of patients separated from hospitals, average length of stay and causes of hospitalization.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC HLT 080

TBS Registration: 001848

Bank Number: STC PPU 055

Long-Term Medical Follow-up Study Files

Description: The Long-term Medical Follow-up Study Files are comprised of information from the following sources: input study files (often from groups outside Statistics Canada), the Canadian Cancer Registry (created from STC PPU 065), the Canadian Mortality Database (created from the Vital Statistics Database, STC PPU 035) and the Canadian Birth Database (also created from the Vital Statistics Database, STC PPU 035) plus provincial files. The input study files contain records of individuals provided by employers, unions, health surveys or other research groups. These input files are then matched to the Canadian Cancer Registry to determine the cause of cancer, to the Canadian Mortality Database to provide information on date, cause and place

of death, or to the Canadian Birth Database to provide birth and parental details. In addition, the outcome files may be matched (e.g., infant birth and death records). The input study files can contain several hundred or hundreds of thousands of records, depending on the size of the study group. Individual identifying information usually includes name, birth date, sex, birthplace and place of residence. The name of the individual's parents or spouse may also be included where this information is required to confirm the validity of a linkage. Methodological studies are carried out to support the design and evaluation of mortality cohort studies. Records containing aggregated data from various sources on the vital status of the individual are also used. The input study file and the file containing, for example, the death records to which the study file records were linked, are kept separately. An identification number is present on both files which can bring corresponding records together, if necessary. Files are password-protected and stored in the Statistics Canada tape library.

Class of Individuals: Records of individuals who form part of population groups identified by employers, unions, health surveys or other research organizations as well as all individuals in the national files.

Purpose: Health statistics are used to describe the state of health of the Canadian people and the occurrence of illnesses. In particular, these files are primarily used to provide researchers with data they need to compare the rates and causes of death and/or cancer in groups exposed to different levels or types of chemicals, diet, medical treatment, x-rays, disease, etc. This in turn gives information needed by policy makers to set appropriate levels of exposure to toxic agents in occupational, environmental and medical settings. Risk factor concerns relating to child and maternal health, including socio-economic birth and mortality differentials, have also been investigated.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC HLT 095

TBS Registration: 001860

Bank Number: STC PPU 076

Manitoba Medicare Records

Description: This bank contains medical and demographic information from the medical care insurance files of the province of Manitoba from 1984–1985 to 1988–1989. This information was obtained through formal arrangements with the

province and was used for statistical purposes only.

Class of Individuals: Persons for whom a claim was submitted to the medical care insurance plan of Manitoba.

Purpose: To create and examine profiles of diseases in Canada from an epidemiologic perspective.

Consistent Uses: To achieve the purpose, it involved linkage of Hospital Morbidity Database files (STC PPU 055) and Canadian Mortality Database files (STC PPU 035).

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC HLT 080

TBS Registration: 002673

Bank Number: STC PPU 056

National Population Health Survey (Household, Institutions and North Components)

Description: This bank contains cross-sectional and longitudinal data from the various components of the National Population Health Survey. The household component has been conducted every two years since 1994–1995. The health institutions component ended after five cycles of collection and the North component after three cycles. The information includes demographic data and indicators of health status, health care utilization and factors that influence health.

Class of Individuals: Individuals who responded to the surveys.

Purpose: The purpose of this bank is to provide information to monitor the health status of Canadians and to provide information to better understand factors that influence health. The data are used by government, researchers and others interested in program planning and analysis in the areas of health care, health promotion and disease prevention.

Consistent Uses: Respondents are asked for permission to link information from provincial health files with the data collected in the survey, and when permission is granted, they are asked to provide their health number. Permission is sought to share information collected in the survey with the provincial ministries of health, the Public Health Agency of Canada (starting in 2006) and Health Canada, in accordance with the provisions of section 12 of the Statistics Act.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC HLT 081

TBS Registration: 003305

Bank Number: STC PPU 077

Registered Nurses Database

Description: This bank contains annual socio-economic and demographic data obtained from provincial nurses' associations on registered nurses licensed to practise in Canada. The information includes nursing education, year and location of graduation, activity status, type of employer, position and numerically coded location of residence and employment. The files are identified by a provincial registration number.

Class of Individuals: Registered nurses licensed to practise in Canada.

Purpose: The purpose of this bank is to produce data on nursing manpower to be used by planning groups and other users for analysis and special studies.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC HLT 080

TBS Registration: 001847

Bank Number: STC PPU 050

Tuberculosis Database

Description: This database, provided by provincial and territorial offices of tuberculosis control, contains information on people with tuberculosis. The information includes socio-demographic variables such as age, sex, aboriginal status and birthplace, and medical data such as type of tuberculosis, bacillary status and previous vaccination. The last year of data held by Statistics Canada is 1994.

Class of Individuals: The information relates to people with newly active and reactivated tuberculosis.

Purpose: This database contains information used for purposes of tuberculosis surveillance and control.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC HLT 095

TBS Registration: 001851

Bank Number: STC PPU 070

Vital Statistics Database

Description: This bank has information obtained from the registration of births, marriages, deaths and stillbirths by registrars of vital statistics in each province and territory. The information on births

relates to place of birth, particulars of parents (name, birth date and marital status of mother) and particulars of the child (surname and name). The information on stillbirths relates to particulars of the child, (place of birth, sex, weight) and particulars of parents (name, birth date, birthplace of parents). The marriage component of the database contains information on the bride and bridegroom (name, marital status and birth date), particulars of parents (name, birthplace) and on the date and place of marriage. Information on deaths relates to name of the deceased, date, place and cause of death. The social insurance number is not provided as a standard variable but may appear on records provided by some provinces and territories. The information has been obtained through formal arrangements with the provinces and is to be used for statistical purposes only. Statistics Canada, therefore, is unable to respond to requests for information contained in this bank, pursuant to section 19(1)(c) of the Privacy Act. Any individual wishing to obtain information relating to the registration of births, marriages or deaths should contact the appropriate provincial or territorial registrar.

Class of Individuals: All individuals who were either born in Canada or in the United States of Canadian citizens; individuals who married or died in Canada or Canadian citizens who died in the United States or in another country.

Purpose: The purpose of the bank is to provide input into the production of national statistics on births, marriages and deaths for Canada, the provinces and territories. These data are also used in special studies relating to mortality, fertility and life expectancy. Vital statistics are the prime components used in intercensal population estimates.

Consistent Uses: The Canadian Mortality Database, which forms part of the Vital Statistics Database, is used as one of the input files in long-term medical follow-up studies. It provides information on date, place and cause of death for individuals in a particular study group (see Personal Information Bank STC PPU 076).

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC HLT 095

TBS Registration: 001844

Bank Number: STC PPU 035

Agriculture Division

Census of Agriculture Database

Description: This database contains information obtained from the Census of Agriculture on the characteristics of farms and farm operators and information relating to crops, livestock, poultry, machinery, farm operating expenses and receipts by type of farm. Information on assets, liabilities and investments is also available.

Class of Individuals: Individuals considered to be farm operators.

Purpose: This bank provides a base inventory of Canadian agriculture, input to the System of National Accounts and information for production, marketing and policy decisions.

Consistent Uses: Statistics Canada may release name and address information to other members of the national agricultural statistical system for statistical purposes if both the legal requirements imposed by the Statistics Act under section 17 and departmental list release policy guidelines are met.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC AGR 445 and AGR 450

TBS Registration: 001843

Bank Number: STC PPU 030

Client Services Division

Business Information Reporting System

Description: The Business Information Reporting System (BIRS) is a central repository which provides access to Statistics Canada product and client information. It includes transactional information from three main systems: the Corporate Sales Support System, e-commerce transaction log files and the Depository Services Program online system. BIRS contains key client information such as organization name, contact name, full address, phone number, fax number, e-mail address, and no-contact flags from the Client Contact Limitation File.

Class of Individuals: Individuals who have purchased products and services from Statistics Canada as well as individuals/institutions who are eligible to receive a copy of a product as part of the "free public good" distribution programs such as the Depository Services Program and the media.

Purpose: The purpose of BIRS is to answer marketing questions such as product destination, how many units were sold and distributed, the date of purchase and delivery and billing amount.

Consistent Uses: Product and client information

is also used to provide information to improve the marketing of the Agency's products and services.

Retention and Disposal Standards: Records are kept for a period of six years and then are destroyed.

RDA Number: 99/004

Related PR#: STC MAR 572

TBS Registration: 005334

Bank Number: STC PPU 155

Client Contact Limitation File

Description: The Client Contact Limitation File (CCLF) is a database of clients who requested not to be contacted by Statistics Canada for market research and/or promotional purposes. The database contains tombstone client information (name, organization, address, telephone number, fax number, and e-mail address).

Class of Individuals: Individuals who have received promotions or are contacted by Statistics Canada regarding products or market research. These include existing Statistics Canada clients and potential clients.

Purpose: To maintain records of existing Statistics Canada clients and potential clients who have requested that the use of their contact information be restricted in accordance with Statistics Canada's Client Information Policy.

Consistent Uses: None.

Retention and Disposal Standards: Records are kept for a period of six years and then are destroyed.

RDA Number: 99/004

Related PR#: STC MAR 572

TBS Registration: 005104

Bank Number: STC PPU 153

HelpLine Problem Management System

Description: The HelpLine Problem Management System is a database which contains client information such as name, address, phone, fax, cell and e-mail address, company, license number, questionnaire identifier, billing information, operating system and preferred language of communication. The database keeps a record of every contact the HelpLine has with clients, from the initial query to problem resolution, including total time required to respond to the client. The database tracks the number of times the client contacts the HelpLine and categorizes each contact based on the product and type of query.

Class of Individuals: Individuals who purchased an electronic product from Statistics Canada who have technical or subject-matter related questions; respondents who complete a Statistics Canada online survey supported by the HelpLine.

Purpose: The purpose of this database is to centralize information and provide a diagnostic tool for HelpLine staff to support clients in the use of Statistics Canada electronic products. The database is also used to facilitate monthly reporting and analysis of calls received based on client record and classification of the call.

Consistent Uses: The database is used by HelpLine staff as a reference and problem-solving tool.

Retention and Disposal Standards: Records are kept for a period of six years and then are destroyed.

RDA Number: 98/001

Related PR#: STC MAR 572

TBS Registration: 005333

Bank Number: STC PPU 154

Administrative Support Services Division

Personal Service Contract Bank

Description: This bank contains the contracts, an evaluation of the work performed by the contractor in some instances, and related correspondence. It may also contain the curricula vitae and social insurance numbers of individual contractors.

Class of Individuals: All individuals who have submitted a successful bid for a contract.

Purpose: The purpose of this database is to maintain a record of personal service contracts awarded.

Consistent Uses: None.

Retention and Disposal Standards: Contract files are kept for six years after completion of service and then are destroyed.

RDA Number: 99/004

Related PR#: STC ADM 635

TBS Registration: 001175

Bank Number: STC PPU 105

Survey Operations Division

Referrals to the Department of Justice re: Refusal to Complete Census of Population or Census of Agriculture Questionnaires

Description: The information held in this bank consists of correspondence between Statistics Canada/the Department of Justice and individuals who have refused to complete a Census of Population or Census of Agriculture questionnaire when the case has been referred to the Department of Justice. The bank also contains information that enables an assessment of each case.

Class of Individuals: Individuals who have refused to complete a Census of Population or Census of Agriculture questionnaire and whose

cases have been referred to the Department of Justice.

Purpose: The information in this bank is obtained in order to determine whether to pursue in a court of law those individuals who have refused to complete a Census of Population or Census of Agriculture questionnaire as required by the Statistics Act.

Consistent Uses: The original records are provided to the Department of Justice for prosecution purposes.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC SOP 602

TBS Registration: 002097

Bank Number: STC PPU 120

Small Area and Administrative Data Division

Longitudinal Administrative Data

Description: This database contains information relating to the income and demographics of a sample of individuals and their families. The information is derived from the T1 Family File. Data are for the years 1982 and onwards.

Class of Individuals: 20% sample of individuals identifiable on the T1FF.

Purpose: The dynamics of income, migration and marital status can be examined. Relationships of change can be examined, providing information about probable cause of some life events such as entering and exiting low income status. The files are used to produce aggregate data on the economic performance and demographic characteristics of the population over time. The information obtained from this file is essential to the development and evaluation of policies related to economic well-being. No identifiable microdata are released.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC SAD 550

TBS Registration: 005004

Bank Number: STC PPU 112

T1 Family File (T1FF)

Description: The database contains information on all tax filers as well as their identifiable filing and non-filing family members (census family definition). The family formation is done through deterministic and probabilistic matching and imputation. The data are compiled from taxation

files and supplemented with estimates of components of income and taxes not covered in the federal taxation system (e.g., some provincial refundable tax credits, taxes for the province of Quebec).

Class of Individuals: Tax filers and non-filers.

Purpose: The objective of the development of this data source is to address the need for annual data for large and small areas, providing a social and economic profile of the population. This information is essential, particularly to governments and private organizations, to the process of developing and evaluating programs and policies related to financial well-being. No identifiable microdata are released.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC SAD 550

TBS Registration: 005003

Bank Number: STC PPU 111

Social Survey Methods Division

Census of Population: Evaluation Program

Description: This bank contains information from post-censal studies to measure coverage and data quality and to evaluate the census enumeration of unoccupied dwellings and non-respondent households.

Class of Individuals: Individuals selected to participate in evaluation studies.

Purpose: The studies are part of the evaluation program for the Census of Population. The objective of the overcoverage studies is to measure gross overcoverage by estimating duplicate and erroneous census enumerations. The purpose of the Reverse Record Check Survey is to estimate gross undercoverage, i.e., the number and characteristics of persons and households missed by the census. The purpose of the Dwelling Classification Survey is to adjust the census counts for non-response and to estimate the number of occupied private dwellings which were misclassified as vacant and to adjust the occupied dwelling counts of the census accordingly.

Consistent Uses: The Dwelling Classification Survey is conducted once each census to produce the adjustments noted above. The Reverse Record Check and overcoverage studies are conducted once each census to estimate coverage error in the census. These estimates are used as adjustments in the population estimates program conducted by the Demography Division. The

results are also used for evaluation of the census and in development of improved procedures for the subsequent census.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC COP 015

TBS Registration: 003015

Bank Number: STC PPU 008

Financial Management Operations and Systems

Corporate Sales Support System

Description: The Corporate Sales Support System contains billing and shipping information as well as a description of the product and/or service purchased by the client.

Class of Individuals: Individuals who have purchased catalogued publications or other products and services from Statistics Canada.

Purpose: The purpose of this bank is to administer the billing system for Statistics Canada products and services.

Consistent Uses: Billing and customer information is also used to provide information to improve the marketing of the Agency's products and services.

Retention and Disposal Standards: Records are kept for a period of six years and then are destroyed.

RDA Number: 99/004

Related PR#: STC DIS 603

TBS Registration: 003318

Bank Number: STC PPU 078

Census Operations Division

1940 National Registration Records

Description: The records provide social and economic information on individuals as well as information on their skills.

Class of Individuals: All persons 16 years of age or older in the period 1940–1946 with the exception of those people who were, at the time of registration, members of the armed forces, a religious order, or confined to an institution.

Purpose: The information was originally obtained under the authority of the National Resources Mobilization Act, 1940, and the War Measures Act to permit the mobilization of all of the effective resources of the nation for the defence and security of Canada. The National Registration Regulations pursuant to this legislation gave custody of the records to Statistics Canada, then known as the Dominion Bureau of Statistics.

Consistent Uses: A program has been established called the Census Microfilm and Pension Searches Sub-unit to provide proof of age, place of residence, family relationships or length of residence in Canada from the 1940 National Registration Records. The service is normally provided in support of applications for pensions, citizenship, passports and similar situations where other administrative records are required but no longer exist or, as in a number of cases, were never issued. Searches are also conducted to provide third parties with information on individuals who were included in the 1940 National Registration. This information is typically requested for genealogical purposes and is made available only if proof is provided that the person about whom information is requested has been deceased for more than 20 years. A standard fee of \$45 (plus GST and PST) is charged for each search undertaken; the fee is refunded if the search is not successful. Requests should be sent to the Census Microfilm and Pension Search Sub-unit, Census Operations Division, Statistics Canada, 170 Tunney's Pasture Driveway, Ottawa, Ontario, K1A 0T6.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC COP 020

TBS Registration: 001840

Bank Number: STC PPU 010

Census Pension Searches Program

Description: This bank contains information relating to applicants to the Census Microfilm and Pension Search Sub-unit and to members of the applicant's family. Search reference information such as name, date of birth, place of birth, place of residence is provided by the applicant in order to undertake a search of historical census and 1940 National Registration records. Results of a successful search will be furnished in the form of a certified transcript of the information found in the original records.

Class of Individuals: Individuals who make an application under the program.

Purpose: The purpose of this bank is to provide the necessary personal information to undertake a search of historical census and the 1940 National Registration records in order to provide proof of age or length of residence in Canada. The service is normally provided in support of applications for pensions, citizenship, passports and similar situations where other administrative records are

required but no longer exist or, as in a number of cases, were never issued.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: 98/001

Related PR#: STC COP 015

TBS Registration: 003117

Bank Number: STC PPU 012

Census of Population: Census Test

Description: This bank contains information collected from surveys over the last five years used to test Census of Population questions. The records in this bank are organized geographically by test module and year. To retrieve a record from this bank, the precise address at the time of the test, the name of the test module and the year surveyed are required.

Class of Individuals: Individuals within households selected to participate in census test surveys.

Purpose: The surveys are part of the testing program for the Census of Population. The objectives of the test surveys are to determine whether new or revised questions proposed for the census can be easily understood and correctly answered, and to assess public reaction to these questions by testing them on a small-scale basis.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC COP 015

TBS Registration: 002096

Bank Number: STC PPU 007

Census of Population Questionnaires

Description: This bank contains information obtained from Censuses of Population taken since 1911. The records are identified by name and contain information on the social and economic characteristics of every person in the country. They are organized on a geographical basis and are held as microfilmed copies of the original questionnaire or digital images (2001 and 2006 Censuses). To retrieve a record from this data bank, the precise address at the time of the census is required. Only the individual named in the record can have access to information it contains, or the legal representative of a minor, incompetent or deceased person, but only for the purposes of settling the affairs of the estate of that person.

Class of Individuals: All individuals in Canada at the time of the census.

Purpose: The Census of Population is a national inventory of Canada's key socio-economic phenomena, conducted at prescribed intervals by statutory requirement. The data collected, when compiled into statistics, are used for a wide range of purposes including the determination of economic and social policies, planning industrial development, and estimating needs for schools, roads and many other public services. Population figures are used to determine federal electoral district boundaries, and to calculate per capita grants to provinces and municipalities.

Consistent Uses: Statistics Canada has established a program called the Census Microfilm and Pension Search Sub-unit to provide proof of age or length of residence in Canada from historical census records. The service is normally provided in support of applications for pensions, citizenship, passports and similar situations where other administrative records are required but no longer exist or, as in a number of cases, were never issued. Census questionnaires may be used to draw samples for post-censal and other surveys addressing issues of current social concern, research purposes and studies that are part of the evaluation program for the Census of Population.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC COP 015

TBS Registration: 001839

Bank Number: STC PPU 005

Canadian Centre for Justice Statistics

Homicide Statistics

Description: This bank contains information obtained from police services on characteristics of homicide incidents, victims and accused persons. Detailed information includes the methods used to commit homicide (including firearm-related homicides), the accused-victim relationship (including spousal and other family-related homicides), gang and drug-related homicides and youth homicides.

Class of Individuals: Individuals who are victims of homicides and individuals who are accused of committing a homicide.

Purpose: The purpose of this bank is to provide information relating to the nature and extent of homicide in Canada and to describe the circumstances of homicide incidents as well as the characteristics of victims and accused persons.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC CCJ 135

TBS Registration: 001861

Bank Number: STC PPU 025

Culture, Tourism and the Centre for Education Statistics

Cultural Labour Force Survey

Description: This bank contains information relating to people residing in Canada working in selected occupations and industries within the cultural sector. The survey was conducted in 1994. The survey targeted individuals working as artists, administrators, professionals and technicians in 14 areas: visual arts, crafts, design, literary arts, performing arts, film and video, broadcasting, cultural education, sound recording, book publishing, periodical publishing, heritage institutions, public libraries and other libraries.

Class of Individuals: Artists, administrators, professionals and technicians working in selected areas of the cultural sector in Canada.

Purpose: The survey was conducted to provide information on the education, career activities, work patterns, financial status and demographics of artists and cultural workers. Human Resources Development Canada sponsored the survey to help in the development of training and employment programs that better meet the needs of the cultural sector in Canada.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC ECT 192

TBS Registration: 003724

Bank Number: STC PPU 125

Elementary/Secondary Teacher Database

Description: This bank contains information relating to characteristics of individuals who form part of the educational staff employed full- or part-time in public elementary/secondary schools for all provinces.

Class of Individuals: Educational staff in public elementary/secondary schools.

Purpose: The purpose of this bank is to produce statistical information relating to full-time instructional and administrative school staff at the elementary/secondary school levels according to gender, age, staff position, and employment status.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC ECT 165

TBS Registration: 001853

Bank Number: STC PPU 080

National Apprenticed Trades Survey

Description: The bank contains information collected in the 1995 National Apprenticed Trades Survey relating to respondents' experience and background before the apprenticeship, the apprenticeship program, content and certification, and the activities and work experience of respondents since they left the apprenticeship.

Class of Individuals: Individuals who completed or discontinued a registered apprenticeship program.

Purpose: The purpose of the survey was to examine the labour market experience of completers and discontinuers of a registered apprenticeship program two years after they left the program.

Consistent Uses: Statistics Canada entered into data-sharing agreements under section 12 of the Statistics Act with Human Resources Development Canada, the Canadian Labour Force Development Board and provincial ministries responsible for apprenticeship training. The information provided to these organizations does not contain personal identifiers and is used only for statistical purposes. Respondents were advised of these agreements and were given the opportunity to object to the sharing of their data.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC ECT 180

TBS Registration: 003341

Bank Number: STC PPU 103

National Graduates Survey and Follow-up of Graduates Survey

Description: Surveys and follow-up surveys of graduates of public postsecondary education programs carried out in 1978, 1984, 1987, 1988, 1991, 1992, 1995, 1997, 2000 and 2002. The surveys were carried out using a sample of 1976 graduates (for the 1978 survey), 1982 graduates (for the 1984 and 1987 surveys) 1986 graduates (for the 1988 and 1991 surveys), 1990 graduates (for the 1992 and 1995 surveys) and 1995 graduates (for the 1997 and 2000 surveys) and 2000 graduates (for the 2002 survey). Information obtained from the institutions include student name, address, telephone number,

level of education and field of study. Information collected in the survey include the extent of work experience before graduation and occupations and industries for jobs held two years (in the initial National Graduates Survey) and five years (in the subsequent follow-up survey) after graduation. Also collected were details of further studies since graduation and general socio-demographic information (age, marital status, sex, language). In 1999, Statistics Canada also surveyed the graduates from the class of 1995 who had moved to the United States. These graduates were asked the same kind of questions on the 1997 National Graduates Survey as well as questions as to why they had moved to the United States.

Class of Individuals: Graduates from trade-vocational, college and university programs in 1976, 1982, 1986, 1990, 1995 and 2000.

Purpose: To produce statistical information for monitoring graduates' transition from school to work and their success in finding work related to their fields of study. The information assists students and guidance counsellors to help choose appropriate fields of study and education planners to organize courses and programs of study. It is also used by analysts to develop projection models of supply and demand of manpower by occupation. Other purposes include the evaluations of the extent to which graduates succeed in finding jobs related to their fields of study and the extent to which retraining leads to career changes.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC ECT 170

TBS Registration: 001858

Bank Number: STC PPU 100

National Longitudinal Survey of Children: Educational Questionnaires

Description: This bank contains longitudinal data on the educational development of a series of age-segmented cohorts of children collected in connection with the National Longitudinal Survey of Children. As such, it represents a subset of a much larger bank of longitudinal information on child development. The data have been transferred to the National Longitudinal Survey of Children and Youth personal information bank (refer to Bank Number STC PPU 014). The cohorts covered in the educational database are followed at two year intervals. Each cohort will be followed until the children within the cohort reach adulthood. Data in the education file have been collected from

the children's teachers and principals, and from standardized tests of achievement. Information in the database covers variables on the child, the child's classroom, and the child's school. At the level of the child, variables represent the child's current grade, educational history, academic achievement, language of instruction, received instruction, attendance in special education classes, social skills, and behaviour, along with information on parents' involvement in the child's education. At the level of the classroom, information is available on class size and composition, material resources, instructional techniques, emphasis on academic achievement and the teacher's perceptions of his/her teaching efficacy. At the level of the school, variables include academic streaming, characteristics of the student body, disciplinary problems, parental involvement with the school, available human and material resources, and the social climate of the school. In addition, information is available on the responding teacher's and principal's demographic and educational background.

Class of Individuals: Age segmented cohorts (4–5 years, 6–7 years, 8–9 years, 10–11 years) of children enrolled in junior kindergarten to grade 6.

Purpose: To determine the factors which place or prevent children from becoming at risk for educational failure. The data will allow a wide variety of academic and policy-oriented researchers to determine the impact that education has on a wide variety of developmental outcomes such as children's future health, social development, and educational attainment.

Consistent Uses: Statistics Canada entered into a data-sharing agreement under section 12 of the Statistics Act with Human Resources Development Canada (now Human Resources and Social Development Canada). The information provided to the department does not contain personal identifiers and is used only for statistical purposes. Persons responding to questions were given the right to refuse to share their information.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC ECT 180

TBS Registration: 003725

Bank Number: STC PPU 130

Postsecondary Student Information System

Description: The information in this bank is obtained from the administrative files of Canadian universities and other postsecondary institutions (community colleges, CEGEPs). It includes

demographic data and information relating to the individual's activities as a student, such as qualification sought, discipline of specialization, and previous educational activity. There are no names in this databank. Consequently, for retrieval purposes, it is necessary to use the number assigned to the individual by the institution and the year(s) the individual studied at the institution.

Class of Individuals: Full-time and part-time students in Canadian postsecondary institutions.

Purpose: The purpose of this bank is to produce statistical information on students by province, institution, program and sex.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC ECT 170

TBS Registration: 001855

Bank Number: STC PPU 090

Postsecondary Student Survey

Description: The survey population for the Postsecondary Student Survey, conducted in 1975 and 1984, was provided by the registrars of postsecondary institutions. It included the name, address, telephone number and registration characteristics of all students registered in a regular credit course during the fall term of 1974–1975 and 1983–1984. The survey sought information relating to current education, other education and employment of the respondent as well as background characteristics. It also collected information on how respondents financed their education.

Class of Individuals: Students registered for credit courses in Canadian universities and community colleges or equivalent institutions at the time of the survey.

Purpose: The purpose of the Post-secondary Student Survey was to provide comprehensive data on those who attended postsecondary institutions in Canada, their fields and levels of study, and how they financed their postsecondary education. The data provided a basis for the analysis of such issues as accessibility to postsecondary education in Canada.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC ECT 170

TBS Registration: 001859

Bank Number: STC PPU 095

Postsecondary Teacher Database

Description: This bank contains information relating to salary, qualifications, age, sex, immigration status, citizenship and discipline taught. There are no names in this databank. Consequently, for retrieval purposes, it is necessary to use the number assigned to the individual by the institution as well as the name of the institution and the year(s) the individual taught at that institution.

Class of Individuals: All educational staff employed on a full-time basis in universities and other post secondary institutions for all provinces.

Purpose: The purpose of this bank is to produce statistical information relating to the population and salaries of full-time teachers, broken down into three distinct sections: salaries, age and qualification characteristics, and social and other characteristics.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC ECT 170

TBS Registration: 001854

Bank Number: STC PPU 085

Registered Apprenticeship Information System

Description: Provincial and territorial departments responsible for apprenticeship training provide information annually to Statistics Canada on the number of apprentices registered and the number of certificates given by trade in each jurisdiction. Information has been collected since 1991. The records are identified by the registered apprenticeship number assigned by the province/territory and include the date of birth, gender and the trade in which the person is registered.

Class of Individuals: Persons taking apprenticeship training in a trade and registered with the province or territory.

Purpose: To provide statistical information on apprenticeship programs in Canada.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC ECT 170

TBS Registration: 005069

Bank Number: STC PPU 083

School Leavers Survey and School Leavers Follow-up Survey

Description: The 1991 School Leavers Survey covered such topics as respondent socio-economic profiles, school performances, lifestyles, health,

literacy and labour market activities. For dropouts, additional topics include reasons for leaving, intentions on returning, labour market activities before/after leaving and other types of training/education received since leaving. The same individuals were re-interviewed four years later in the School Leavers Follow-up Survey collecting information on the school-work transition.

Class of Individuals: Individuals who at the time of the survey were 18 to 20 years old and had completed secondary school, dropped out or were still in the educational system.

Purpose: The purpose of the surveys is to develop comparative profiles of three groups of secondary school attendees: those who successfully completed school, those still in the education system and those who "dropped out". The survey results allowed analysts to better understand the relationship between the leavers, their backgrounds and their subsequent labour market experiences.

Consistent Uses: Statistics Canada entered into data-sharing agreements under section 12 of the Statistics Act with Employment and Immigration Canada and with provincial ministries of education, manpower and labour. The information provided to these departments does not contain personal identifiers and is used only for statistical purposes. Respondents were advised of these agreements and were given the opportunity to object to the sharing of their data.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC ECT 165

TBS Registration: 003013

Bank Number: STC PPU 093

Survey of Doctoral Degree Recipients

Description: This survey collected information on selected socio-economic characteristics of doctoral degree recipients in Canada, their educational background and work experience, and their career expectations. The survey began in 1981 and was discontinued in 1986.

Class of Individuals: Recipients of a doctoral degree from a Canadian university.

Purpose: The purpose of this survey was to produce statistical information used by the granting councils to study trends in post-graduate education with respect to the utilization of their funds, the employment pattern for graduates in the programs, the socio-demographic characteristics of the graduates, and to undertake a cost analysis of the programs.

Consistent Uses: Statistics Canada entered into data-sharing agreements under section 12 of the Statistics Act with selected organizations. Respondents were advised of these agreements and were given the opportunity to object to the sharing of their information.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC ECT 170

TBS Registration: 002436

Bank Number: STC PPU 097

Youth in Transition Survey

Description: The longitudinal Youth in Transition Survey collects data on a sample of youth across Canada every two years. The survey was initiated in January and May 2000. Information on over 52,000 youth from two age cohorts (15-year-olds and 18 to 20-year-olds) was collected during the first collection. For the 15-year-olds, information was also collected from their parents.

Class of Individuals: Youth born in 1979, 1980, 1981 and 1984.

Purpose: The primary objective of the survey is to provide policy-relevant information about school-work transitions and factors influencing education, training and work.

Consistent Uses: Statistics Canada entered into a data-sharing agreement under section 12 of the Statistics Act with Human Resources Development Canada (now called Human Resources and Social Development Canada). The information provided to this department does not contain personal identifiers and is used only for statistical purposes. Persons responding to questions were given the right to refuse to share their information.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC ECT 721

TBS Registration: 75146

Bank Number: STC PPU 150

Income Statistics Division

Survey of Financial Security

Description: Conducted occasionally, the Survey of Financial Security collects information from a sample of Canadian households on assets and debts.

Class of Individuals: Persons in private households.

Purpose: The purpose of this bank is for operational reasons. Personal information such as name, address and telephone number are used to contact individuals for data collection. For those

who consent, this information is also used to obtain information from income tax files for the purposes of the income content of the survey.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC HLD 047

TBS Registration: 004252

Bank Number: STC PPU 151

Survey of Labour and Income Dynamics

Description: Conducted since 1993, the Survey of Labour and Income Dynamics is a longitudinal study that provides data on the demographic, income, family and labour market characteristics of Canadians. Respondents are contacted annually for a period of six years.

Class of Individuals: Persons in private households.

Purpose: The purpose of this bank is for operational reasons. Personal information such as name, address and telephone number are used to contact individuals for data collection. For those who consent, this information is also used to obtain information from income tax files for the purposes of the income content of the survey.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC HLD 038

TBS Registration: 003301

Bank Number: STC PPU 017

Labour Statistics Division

Labour Force Survey

Description: The Labour Force Survey is a monthly survey conducted on a sample of approximately 53,000 households. The records are identified by name and carry information on the family composition, activities and characteristics of individuals in the Labour Force Survey sample. Data content includes the demographic profile of the respondent, employment profile such as name of employer, hours of work, and tenure. For those without work, information is available on work history, job search activities, and type of work sought. Data are also available on the educational pursuits of the respondent. Information relating to an individual cannot be retrieved based on name alone. The requester must provide the month(s) and year surveyed and the precise address at the time of the survey. There are also a number of special surveys that are conducted as supplements

to the Labour Force Survey. To retrieve a record, the requester must provide the subject of the special survey, the year the survey was conducted, and the precise address at the time of the survey.

Class of Individuals: Individuals in private households.

Purpose: The main purpose of the bank is to produce employment and unemployment figures. The data also enable a wide variety of additional information to be derived on the characteristics of the Canadian labour force and on the population age 15 and over.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC LAB 035

TBS Registration: 001841

Bank Number: STC PPU 015

Workplace and Employee Survey

Description: The Workplace and Employee Survey (WES) is a longitudinal business survey designed to provide current information of events occurring in firms, their evolution over time, and the link between these developments and practices with worker outcomes. The survey annually collected information from about 8,000 employers and 25,000 employees for the reference years 1999 to 2006. The employer questionnaire covered workforce characteristics, hirings and separations, compensation and human resource practices, training, technology use, business strategy and innovation. The employee questionnaire covered job activities, promotions, hours, earnings, training, use of computers and other technologies, education and family characteristics.

Class of Individuals: Paid workers who receive a T4 from their current employer.

Purpose: The survey supports research and policy development with respect to labour adjustment programs, workplace practices, social programs and education.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC LAB 075

TBS Registration: 003899

Bank Number: STC PPU 140

Special Surveys Division

Community Employment Innovation Project

Description: The bank includes a detailed account of labour market experiences. As well,

respondents are asked to provide information on topics such as health and well-being, volunteer activities, education and skills and social network. To alleviate response burden and increase data quality, with the written consent of the individual, detailed information on income and profile of receipt of employment insurance and/or income assistance is obtained from administrative sources. The databank also includes administrative details on project participation. Survey data will be collected over a five-year period, data from administrative sources for up to nine years.

Class of Individuals: Individuals receiving employment insurance or income assistance benefits in the Regional Municipality of Cape Breton.

Purpose: The Community Employment Innovation Project explores a new way to support employment for people receiving social assistance and employment insurance. The research experiment is sponsored by Human Resources and Social Development Canada. The Social Research and Demonstration Corporation (SRDC) has overall responsibility for project design and coordination and research. Data collection activities are carried out on a voluntary basis. The purpose of the research is to determine if interventions have a positive impact on labour market outcomes (employment rate, earnings, lower rates of participation in employment insurance and income assistance programs) and the health and well-being of those participating.

Consistent Uses: Informed consent is obtained from participants to obtain personal information from administrative sources and to give Statistics Canada permission to undertake linkages. As well, written consent is obtained for the release of research files to SRDC.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC SSD 040

TBS Registration: 005084

Bank Number: STC PPU 121

Longitudinal Survey of Immigrants to Canada

Description: The Longitudinal Survey of Immigrants to Canada was designed to study how recent immigrants adjust to living in Canada which assists organizations such as Citizenship and Immigration Canada to determine how to facilitate the integration of new immigrants. The survey was longitudinal, with recent immigrants being interviewed at approximately six months, two years, and four years after landing in Canada.

Approximately 20,300 immigrants from across Canada were selected.

Class of Individuals: Immigrants aged 15 years and over who arrived from abroad between October 2000 and September 2001.

Purpose: The survey was designed to improve the understanding of how immigrants adjust to life in Canada. Survey results will shed light on the association between the socio-economic background of immigrants and their adjustment to life in Canada. It will also help identify barriers newcomers to Canada face during their initial integration and what type of help, if any, is useful.

Consistent Uses: Respondents were asked to sign a consent form (distributed through the Canadian Missions Abroad) to allow Statistics Canada to link to administrative files for the purposes of tracing.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC SSD 040

TBS Registration: 005005

Bank Number: STC PPU 018

National Longitudinal Survey of Children and Youth

Description: The National Longitudinal Survey of Children and Youth collects data on a sample of children across Canada every two years. The survey was initiated in November/December 1994. Information on over 23,000 children was collected during this first collection. Up to two children in each household were chosen from the initial sample to participate in the longitudinal portion of the survey. It is the intention to follow these children until they are 25 years of age. Interviews were conducted with the most knowledgeable person in the household about these children, usually their mother. Children who were 10 and 11 years of age in this first collection were asked to complete a questionnaire themselves. Information was also collected from the child's teacher and principal, with the consent of the parent. The original sample, reduced for budgetary reasons and through attrition, was about 10,900 after the sixth cycle.

Class of Individuals: Children aged 0 to 11 in 1994–1995. For Cycles 2, 3, 4 and 5, a new sample of children aged 0–1 at the time of collection was added and followed in two subsequent cycles. As well, a cross-sectional sample of 5-year-olds was chosen to top up Cycles 3 and 4 and a sample of 0 to 5-year-olds was chosen to top up Cycle 6. In addition, a

sample of kindergarten children has been selected periodically in a small number of communities as part of a related project. One community was covered in 1999, five in 2000 and seven in 2001. A follow-up survey of the 2001 communities was done in 2005.

Purpose: The primary objectives of the survey are to determine the prevalence of various biological, social and economic characteristics and risk factors in Canadian children and youth, to monitor the impact of such factors, life events and protective factors on these children's development. This will provide information to policy and program officers for use in developing effective policies and strategies to help children to live healthy, active and rewarding lives.

Consistent Uses: Statistics Canada entered into a data-sharing agreement under section 12 of the Statistics Act with Human Resources Development Canada (now called Human Resources and Social Development Canada). The information does not contain personal identifiers and is used only for statistical purposes. Persons responding to questions were given the right to refuse to share their information.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC SSD 040

TBS Registration: 003635

Bank Number: STC PPU 014

Second Follow-up to the Ontario Child Health Study

Description: The Ontario Child Health Study (OCHS) is a longitudinal survey designed to evaluate the impact of early childhood on later adult health, quality of life and role functioning. In 1983 Statistics Canada, in conjunction with McMaster University, first collected information on a group of 3,294 Ontario children living in 1,869 families. Information was gathered on any children in the household between the ages of 4 and 16. Interviews were conducted with one of the parents of the child(ren), and the children themselves completed a self-complete questionnaire if they were 12 years of age or older. In addition, information on these children was collected from the children's teacher. A follow-up of respondents to the 1983 study was conducted in 1987. The second follow-up of the Ontario Child Health Study in 2000 and 2001 went back to these children, who were at the time between the ages of 21 and 33, in order to collect further information about them, their spouse/partner (if applicable) and any children they

had. Respondents and their spouse/partners both completed questionnaires.

Class of Individuals: Children aged 4 to 16 in 1983; 8 to 20 in 1987; and 21 to 33 in 2000–2001.

Purpose: The objective of the Second Follow-up to the Ontario Child Health Study was to link early childhood/adolescent experiences with early adult life, especially with respect to how well the respondent is performing in three major roles (worker, parent and partner), and how satisfied they are in these roles. This second follow-up of the OCHS, along with the previous studies, will provide useful information for addressing many public health and developmental questions of interest to health researchers.

Consistent Uses: Statistics Canada entered into a data-sharing agreement under section 12 of the Statistics Act with McMaster University. The information provided to McMaster University does not contain personal identifiers and is used only for statistical purposes. Persons responding to questions were given the right to refuse to share their information.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC SSD 040

TBS Registration: 005006

Bank Number: STC PPU 019

Self-Sufficiency Project

Description: This bank contains information on the selected recipients' marital status, labour market participation, education and training, child care requirements, and family and parenting concerns. Several interviews were conducted, one at the beginning of the program, and up to four follow-up interviews, the last taking place 72 months after the first for some participants. In addition to collecting a wide array of information about the selected participant, a follow-up survey gathered additional information on up to two children between the ages of 4 and 18 in each household. Depending on the age of the children, they were asked to complete a vocabulary test, a math test or a literacy skill assessment. Children between the ages of 10 and 18 were also asked to answer a self-complete questionnaire.

Class of Individuals: Income assistance recipients in New Brunswick and British Columbia.

Purpose: The Self-Sufficiency Project is a multi-year research demonstration designed to test the effectiveness of an earnings supplement to income assistance recipients who take jobs and agree to leave public assistance. Statistics Canada

is responsible for data collection and creating analysis files for the study.

Consistent Uses: Respondents were asked to sign a consent form to allow Statistics Canada to link a variety of data sources, including administrative files held by the Canada Revenue Agency, Human Resources Development Canada (now called Human Resources and Social Development Canada) and the provincial income assistance ministries. Respondents were asked for authorization to share this information with the research firm administering the project and affiliated researchers.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC SSD 040

TBS Registration: 003214

Bank Number: STC PPU 026

Special Surveys

Description: This bank contains data obtained from ad hoc surveys which do not form part of the regular survey-taking activity of the Agency. They cover a variety of socio-economic topics including health, housing, labour market, education and literacy, as well as demographic data. The information may include names, social insurance numbers, addresses or telephone numbers.

Class of Individuals: Individuals selected to participate in the special surveys.

Purpose: The data are used by sponsoring agencies or Statistics Canada to either evaluate or benchmark existing socio-economic programs or to develop such programs. The data collected may be one-time or a series of point-in-time measures.

Consistent Uses: Depending on the individual survey, data may be shared with other federal and provincial government departments and other incorporated bodies if Statistics Canada has entered into a data-sharing agreement under section 12 of the Statistics Act.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC SSD 040

TBS Registration: 002189

Bank Number: STC PPU 016

Social and Aboriginal Statistics Division

Longitudinal Immigration Database

Description: The Longitudinal Immigration Database (IMDB) is a file combining linked immigration and taxation records. It is updated annually and covers immigrant tax-filers for

16 years. The IMDB brings together landing information from Citizenship and Immigration Canada's Field Operations Support System (FOSS) with taxation data from the Canada Revenue Agency (from the T1 personal tax return and T4 files). The database is a comprehensive source of data on the economic behaviour of the immigrant (tax filer) population in Canada and is the only source of data that provides a direct link between immigration policy levers and the economic performance of immigrants. The IMDB is managed by Statistics Canada on behalf of a federal-provincial consortium led by Citizenship and Immigration Canada. The database is reviewed every five years to ensure its continuing relevance to immigration policy development.

Class of Individuals: Immigrants.

Purpose: The files are used to produce aggregate data on the economic performance and demographic characteristics of the immigration population over time. No identifiable data relating to immigrants are released.

Consistent Uses: Standard products are produced for the federal-provincial consortium for each annual update.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: STC HFS 722

TBS Registration: 003726

Bank Number: STC PPU 135

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrongdoing in the Workplace

Personnel Security Screening

Relocation

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Classes of Personal Information

Administrative Files Obtained from Federal Government Departments for Statistical Purposes

The Statistics Act, under which Statistics Canada operates, gives the Agency the authority to access records maintained in any federal department or municipal office, corporation, business or organization where the information sought relates to the mandate of the Agency. Accordingly, Statistics Canada has entered into a number of arrangements with other federal government departments to access administrative files of those departments for the purpose of extracting data for statistical purposes. This has allowed Statistics Canada to exempt many respondents, particularly small businesses, from the filing of regular questionnaires.

Since the use made by Statistics Canada of this information is secondary to the original purpose for which it was gathered, requests for access to personal information from these files should be addressed to the department responsible for the original collection of the data. Any requests received by Statistics Canada will be referred to the originating department for response.

The following is a list of the files obtained from each department. Statistics Canada may receive the entire file, or only part, depending on its requirements.

Canada Revenue Agency

CRA PPU 005 Individual Income Tax Return

CRA PPU 040 Taxation Taxpayer Master File

CRA PPU 043 Traveller Declaration Cards

Citizenship and Immigration Canada

CIC PPU 039 International Services: Overseas Immigration Case Files

CIC PPU 042 Immigration Case File

CIC PPU 053 Permanent Resident Data System

CIC PPU 055 Visitor Case File

Human Resources and Social Development Canada

HRSDC PPU 116 Old Age Security (OAS), Guaranteed Income Supplement (GIS), Allowance (formerly Spouse's Allowances) (Individual)

HRSDC PPU 140 Canada Pension – Record of Earnings

HRSDC PPU 146 Canada Pension Plan – Retirement, Disability, Survivors and Death Benefits (Individual)

HRSDC PPU 150 Insurance Claim File – Local Office

HRSDC PPU 180 Benefit and Overpayment File

HRSDC PPU 210 Automated Earnings Reporting System

HRSDC PPU 293 Employment Benefits and Support Measures

HRSDC PPU 385 Record of Employment (Second Copy)

HRSDC PPU 390 Identity Management Services and Social Insurance Number Register

Justice Canada

JUS PPU 005 Central Registry of Divorce Proceedings

Business Statistics

The business database contains information which relates to the major industrial and services sectors of the economy. The information is obtained from establishments within companies through surveys, and from administrative records. It is used to describe the whole range of business activity in Canada, the goods and services produced, the cost structure of each industry and the location of industrial activity. It measures the kind and quality of goods produced, the costs of materials, labour and capital employed and the prices of both material and final products. The information is also a vital input to the System of National Accounts. As some of the businesses surveyed are unincorporated, there is personal information in this database relating to owners of unincorporated businesses who can be identified by a social insurance number. The business databank may contain personal information with respect to unincorporated businesses in the forestry, mining, energy and resource and manufacturing sectors; retail and wholesale trade; rail, road and water transportation industries; services, communications and tourism industries; general and trade contractors; and importers and exporters.

Manuals

Manuals used by Statistics Canada in carrying out its programs and activities are developed to cover all phases of data acquisition, production and publication. These manuals may be available for purchase through:

Circulation Management
Statistics Canada
150 Tunney's Pasture Driveway
Ottawa, Ontario K1A 0T6

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about Statistics Canada and its various programs may be directed to:

Communications and Library Services Division
Statistics Canada
100 Tunney's Pasture Driveway
Ottawa, Ontario K1A 0T6
Telephone: 613-951-2808

Reading Room

Statistics Canada's library has been designated under the Access to Information Act as a public reading room. The address is:

R.H. Coats Building, 2nd Floor
100 Tunney's Pasture Driveway
Ottawa, Ontario

Toll-free general enquiries line:
1-800-263-1136
National TDD line: 1-800-363-7629
E-mail: infostats@statcan.ca

Status of Women Canada

Chapter 166

The institution is presently undergoing major organizational change and the input reflects information as of November 28th, 2006.

General Information

Background

In 1971, the federal government created the Office of the Coordinator, Status of Women within the Privy Council Office. In 1976, the Office of the Coordinator, Status of Women was removed from the Privy Council Office. It was named a department under Order-in-Council P.C. 1976-779 and became known as Status of Women Canada.

Responsibilities

Status of Women Canada ensures that the federal government carries out its commitment to women's equality in all spheres of Canadian life.

Legislation

- Order in Council, P.C. 1976-779

Organization

Communications and Consultations Directorate

This Directorate is the focal point for the external and internal communications advice and planning, preparing speeches and responding to media and public enquiries. It also produces promotional materials for commemorative events, produces and advises on publications and specials projects and carries out media analyses. The Directorate is also responsible for the consultation function within the Department, planning and managing activities with stakeholders such as small, informal roundtables as well as larger, more formal consultations.

Corporate Services Directorate

This Directorate ensures statutory accountability and delivers such services as financial and human resources management, informatics and telecommunications, security, assets, facilities and material management, as well as contract and procurement administration.

Executive and Information Services Directorate

This Directorate is responsible for corporate planning, evaluation and reporting, coordination services and executive support to the Co-ordinator and the Minister responsible for Status of Women, including ministerial services. It provides translation services and information management services including records management, distribution, and library services, which support all aspects of the department's work. It also manages the access to information and privacy programs.

Gender-Based Analysis Directorate

The Gender-based Analysis Directorate assists other federal departments and agencies to set up their own processes to ensure that gender-based analysis is incorporated into all of their policy and program development activities.

Policy and External Relations Directorate

The Policy and External Relations Directorate reviews and conducts gender analysis of existing and proposed federal government policies, legislation, programs and initiatives. It develops recommendations and strategies, and works in cooperation with other federal departments to promote gender equality. It undertakes developmental activities to address policy gaps on issues of concern to women. It also collaborates with various stakeholders, including provincial and territorial governments, civil society and non-governmental organizations, international organizations and other governments on policy-related activities.

Research Directorate

The objective of the Research Directorate is to enhance the public policy debate on current and emerging issues from a gender perspective by identifying and targeting significant gaps in knowledge, responding to these gaps by funding gender-based policy research, and promoting the use of research findings in policy development.

Women's Program and Regional Operations Directorate

The Women's Program (WP) objectives are 1) to promote policies and programs within key institutions that take account of gender implications, the diversity of women's perspectives and enable women to take part in decision-making; 2) to facilitate the involvement of women's organizations in the public policy process; 3) to increase public understanding in order to encourage action on women's equality issues; and 4) to enhance the effectiveness of actions undertaken by women's organizations to improve the situation of women. To do so, the WP provides assistance to women's and other equality-seeking organizations working to remove barriers to women's full participation in Canadian society, at local, regional and national levels. Through the Regional Operations component, the Directorate is also responsible for ensuring the regional implementation of the department's mandate. Regional operations consist of 35 staff located in 15 points of service across the country which provides Status of Women Canada with a direct link to communities and stakeholders.

Information Holdings

Program Records

Communications and Consultations

Description: Contains information relating to communications, consultations procedures, guidelines and other general information, media relations and special events.

Topics: Communications products, consultations, media relations, Governor General's Awards in Commemoration of the Persons Case, International Women's Day, National Day of Remembrance and Action on Violence Against Women, Women's History Month.

Program Record Number: SWC 2000

Gender-Based Analysis

Description: Contains information on gender-based analysis and gender mainstreaming in the Government of Canada, international institutions and foreign governments.

Topics: Implementation strategy, evaluations, methodologies, presentations, tools, training, gender mainstreaming.

Program Record Number: SWC 3000

Policy Analysis, Development and External Relations

Description: Contains information on organizations and administration internal to the Policy Analysis, Development and External Relations Directorate. Information related to the substantive work of the directorate is found under Gender Equality/Women's Issues, and under the International, Federal, Provincial and Territorial sections.

Topics: Structure, work distribution, planning, retreats and guidelines and protocols related to working methods, conference participation.

Program Record Number: SWC 4000

Research

Description: Contains information related to the Research Directorate, the Policy Research Fund and funded research projects.

Topics: Calls for proposals, policy research projects, external committee, and evaluations.

Program Record Number: SWC 5000

Women's Program and Regional Operations

Description: Contains information concerning the promotion of women and financial assistance to voluntary associations working to improve the status of women in Canada.

Topics: Funding guidelines, funded initiatives, accountability framework, grant and contributions management, regional organizations by province.

Program Record Number: SWC 6000

Federal, Provincial and Territorial Government Organizations and FPT Relations

Description: Contains information on federal government departments, agencies, boards, commissions, corporations and councils, including correspondence related to their mandates, structures, priorities, etc., that is corporate or general in nature and not issue-specific.

Topics: Material relating to federal-provincial/territorial relations, including status of women and other cooperation and liaison activities; information on individual jurisdictions that are relevant to Status of Women's work and mandate.

Program Record Number: SWC 7000

International Governmental Organizations; International Events/Activities; International Non-Governmental organizations; International Relations and Foreign Countries

Description: Contains information on Canada's participation in, and the work of, international organizations that is relevant to gender equality, including their decision-making bodies, status of women entities, secretariats, human rights

conventions and other agreements, and their conferences, summits and other special events. Also contains similar information on international relations generally that impacts Status of Women's work and information about specific countries, including geographic, demographic, policy and other information about a country that is hosting an international event or sending a visiting delegation to Canada.

Topics: United Nations, Commonwealth, Organization of American States, Asia-Pacific Cooperation, Council of Europe, La Francophonie, International Non-governmental organizations, International Relations and Foreign Countries.

Program Record Number: SWC 8000

Organizations

Description: Contains information and correspondence relating to Canadian non-governmental organizations, associations, centres, committees, groups, organizations, and others that are relevant to Status of Women Canada's mandate and activities.

Topics: Alphabetical list of all groups i.e. Aboriginal Nurses Association of Canada, Assembly of First Nations, Business and Professional Women's Clubs of Canada, Caledon Institute for Social Policy etc. to YWCA's.

Program Record Number: SWC 9000

Gender Equality/Women's Issues

Description: Contains information on gender equality objectives, plans, mechanisms and statistics and human rights implementation in Canada as well as issue-based material within Status of Women's work and mandate, including Acts and legislation currently in force, information related to reviews of, and proposals for, Acts, regulations, policies, programs concerning an issue; relevant committee work, consultations and special events; issue-specific statistics, research, reports and other information from government and non-government sources, including comparative studies across countries.

Topics: Government plans and priorities; gender equality government plans; gender equality human rights instruments; diversity, inclusion and demography; economic and fiscal issues; employment, labour market, education and training; health and environment; housing and homelessness; justice system, peace and security; media, arts, culture, recreation and sport; governance issues: politics, public service and voluntary sector; violence.

Program Record Number: SWC 9500

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Administration

Administration and Management Services

Audits

Budgets

Buildings

Building and Properties

Business Continuity Plans

Classification of Positions

Cooperation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Occupational Health and Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Particular Personal Information Banks

Researchers' Database

Description: This electronic database includes the names of individuals, organizations that they work for, complete addresses, telephone numbers, facsimile numbers, e-mail addresses, education

and work experience, organization's mandate or research experience, languages spoken, read and written, publications and areas of policy research interest.

Class of Individuals: Private citizens and individuals working for organizations who have expressed an interest in doing policy research.

Purpose: To create a researchers list or inventory by areas of expertise.

Consistent Uses: To be used to send calls for proposals to conduct policy research as well as to send other information related to the Policy Research Fund. With the permission of the individual or organization, the information may also be shared with other research organizations.

Retention and Disposal Standards: The information is retained until the individual officially requests to be removed from the inventory or until such time as the information is no longer deliverable (returned mail).

RDA Number: 2005/003

Related PR#: SWC 5000

TBS Registration: 005293

Bank Number: SWC PPU 010

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Business Continuity Planning (BCP)

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrongdoing in the Workplace

Personnel Security Screening

Relocation

Travel

Classes of Personal Information

In the course of conducting its activities, Status of Women Canada accumulates categories of personal information which are stored as part of the general subject files where records are not normally retrieved by name of individual or any other personal identifier. The Department handles policy and program issues but not personal program delivery matters. This form of personal information is normally retrievable only if specifics are provided concerning the issue of complaint,

and the date and name of the complainant. All issues dealing with federal government legislation, policies and programs that impact on women are included. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Manuals

- File Classification Plan, Status of Women Canada
- Gender-Based Analysis (GBA) Policy
- Gender-Based Analysis (GBA) Policy Training – Trainer's Manual
- Guidelines for the Preparation of Preliminary Recommendations Regarding Invitations
- Procedures Relating to Executive Correspondence
- Training – Participant Handbook
- Women's Program – Accountability Framework
- Women's Program – Funding Guidelines
- Women's Program – Outcomes Tool Kit
- Women's Program – Procedures Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about Status of Women Canada and its functions may be directed to:

General Inquiries
 Status of Women Canada
 123 Slater Street, 10th Floor
 Ottawa, Ontario K1P 1H9
 Telephone: 613-995-7835

Reading Room

In accordance with the Access to Information Act, the library has been designated as a public reading room. The address is:

123 Slater Street, Ground Floor
 Ottawa, Ontario

Sustainable Development Technology Canada

Chapter 167

General Information

Background

Sustainable Development Technology Canada (SDTC) was established by the Government of Canada in 2001. The Foundation reports to Parliament through the Minister of Natural Resources Canada.

Responsibilities

Sustainable Development Technology Canada finances and supports the development and demonstration of clean technologies which provide solutions to issues of climate change, clean air, water quality and soil, and which deliver economic, environmental and health benefits to Canadians.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provision of the Access to Information Act and the Privacy Act.

Please note that requests made to Sustainable Development Technology Canada under the Access to Information Act must be accompanied by an application fee of \$5, a cheque made payable to Sustainable Development Technology Canada.

Requests for further information about Sustainable Development Technology Canada and its various programs and services may be directed to:

Sustainable Development Technology Canada
45 O'Connor Street, Suite 1850
Ottawa, Ontario K1P 5E4

Telephone: 613-234-6313, ext. 304

Facsimile: 613-234-0303

E-mail: b.brohman@sdtc.ca

Reading Room

In accordance with the Access to Information Act, an area in the office of Sustainable Development Technology has been designated as a public reading room at the following address:

45 O'Connor Street, Suite 1850
Ottawa, Ontario

Telefilm Canada

Chapter 168

General Information

Background

Telefilm Canada (the “Corporation”), formerly known as the Canadian Film Development Corporation, was originally established by an Act of Parliament in March 1967. The Corporation is a federal organization dedicated primarily to developing and promoting the Canadian film, television and new media industries. The Corporation acts as one of the government’s principal instruments for providing strategic leverage to the Canadian private sector.

Responsibilities

The Government of Canada acts as a partner to the Canadian film, television and new media industries through Telefilm Canada, which provides support either in the form of financial investments or through the various other resources at its disposal.

The Corporation meets the diverse needs of these industries through a wide range of funds and programs. Support is available at the various stages of the process, from scriptwriting to final production, as well as from development to the marketing of finished products in Canada and abroad.

Telefilm Canada is a Crown corporation that reports to Parliament through the Minister of Canadian Heritage. It is headed by a board of members whose chair is appointed by the Governor in Council. On the recommendation of the Corporation’s board, the Governor in Council also appoints an executive director, who acts as chief executive officer and is responsible for day-to-day operations. The Corporation is headquartered in Montreal and has offices in Toronto, Vancouver, Halifax and Paris.

Legislation

- Telefilm Canada Act, R.S. 1985, c. C-16, as amended

Organization

Communications and Public Affairs

This department contributes to national and international recognition of the Canadian industry. It is responsible for publications, media relations, promotional activities, and the Corporation’s website, as well as coordinating Canada Showcase, the grant program for Canadian festivals.

Finance and Administration

This division is responsible for accounting services, financial planning, information technologies and systems, contract management and material resources.

Human Resources

This sector’s mandate is to develop a consistent level of competence and versatility throughout the Telefilm Canada team, while improving the quality and effectiveness of human resources management practices and policies.

International Promotion and Development

This division oversees all activities related to international markets and festivals. Not only does it promote and raise the profile of the Canadian industry abroad, it also ensures that Telefilm continues to play an active role on the international stage, most notably by encouraging the development of partnerships with Europe (the Corporation’s European office in Paris comes under this division). This division also deals with applications for official coproduction status. Canada has coproduction agreements with 58 countries.

Legal Services and Access to Information

This department provides legal counsel for the Corporation’s various activities, acts as an arbiter for internal conflicts of interest, and is responsible for handling requests under the Access to Information Act and Privacy Act.

Operations

Through Telefilm’s four Canadian offices, this department is responsible for managing the main funds which are administered by the Corporation, including the Canada Feature Film Fund, the

Canadian Television Fund and the Canada New Media Fund. It coordinates decision-making regarding Telefilm's support for production, marketing, industry/professional development, and other complementary activities. It also helps develop innovative policies and processes.

Policy, Planning and Research

This division is in charge of formulating policies and strategies for the funds administered by Telefilm Canada. It is also responsible for establishing formal ties with industry representatives and federal and provincial institutions, as well as for assessing the impact of the Corporation's policies from a cultural and industry perspective. The division also studies the effects of the Corporation's various programs and monitors general industry trends, with a view to improving long-term strategic planning and ensuring that Telefilm's activities effectively meet industry needs.

Information Holdings

Program Records

Co-Production Agreements

Description: Information pertaining to the continuance or renegotiation of current co-production agreements and related correspondence; information concerning the negotiation of potential treaties and projects submitted for official co-production status.

Topics: Treaties; policies; projects.

Access: By country or project title.

Format: Paper and electronic (servers).

Program Record Number: TFC COP 010

Marketing and Versioning Assistance

Description: Information on advances granted through the marketing and versioning assistance funds administered by the Corporation; information pertaining to the distribution and marketing of audiovisual products.

Topics: Contracts; revenues; distributors; agents; territories; markets; versioning.

Access: By project title, country, company or market.

Format: Paper and electronic (servers and Web site).

Program Record Number: TFC DAM 025

Finance and Administration

Description: Files related to accounting, financial planning, technologies and information systems, management of contracts and material resources.

Topics: Contribution agreements, accounting policies, expense accounts contracts granted by the Corporation (suppliers and consultants), internal budgets, financial statements of the Corporation, accounts payable, accounts receivable, program costs, overhead expenses by sector, commitments/payments by program, cost reports, exploitation reports, eligibility, compliance, default, recoupment policy, network documentation, systems records and computer applications, computer equipment, business continuity plans, security policy, records management, office furniture, leases management, phone systems management, access control to the premises, shipping, office supplies, audio-visual equipment.

Access: By subject, project title, supplier, file number or date, depending on the nature of the information.

Format: Paper and electronic (servers, and in certain cases Web site).

Program Record Number: TFC FAA 030

Industry Support

Description: Information relating to assistance provided in various forms to the audiovisual industry by the Corporation.

Topics: Festivals; markets; seminars; workshops.

Access: By event or organization.

Format: Paper and electronic (Servers and Web site).

Program Record Number: TFC FAM 020

Policy and Planning

Description: Information on internal Telefilm policy and on the evaluation of and response to this policy by other government agencies and departments, and industry interest groups.

Topics: Internal policy and planning; federal government; general industry policy; industry relations.

Access: Grouped by subject, organization or fund, and sorted alphabetically within each of these groups, depending on the nature of the information.

Format: Paper and electronic (Servers).

Program Record Number: TFC PPO 005

Production and Development

Description: Information on transactions carried out under the Corporation's development and production funds.

Topics: Readers' reports; contracts; financial information; ancillary documents.

Access: Submissions accepted or rejected, by project title.

Format: Paper and electronic (Servers).

Program Record Number: TFC PRO 015

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Automated Document, Records, Information Management Systems

Budgets

Buildings

Buildings and Properties

Business Continuity Plans

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Particular Personal Information Banks

Analysis of the Diversity of Cultural Communities

Description: This bank describes personal information collected from members of cultural communities, including the name, gender, cultural and ancestral origins and visible minority affiliation.

Note: This information is collected from individuals on a voluntary basis and is not used in an administrative decision affecting them.

Class of Individuals: Members of cultural communities, such as scriptwriters, directors, actors and producers who applied for project funding and provided information on their cultural and ancestral origins and visible minority affiliation.

Purpose: The information is collected to evaluate whether Telefilm Canada meets its obligations under the Canadian Multiculturalism Act. It is used to compare its clientele with Canada's ethno-cultural make-up and to monitor access to programs by cultural communities. The information is cross-referenced with the institution's investments database to generate aggregate statistical reports.

Consistent Uses: This information may be used to provide reports to the Department of Canadian Heritage about the evaluation of Telefilm Canada's compliance with the principles of the Canadian Multiculturalism Act. The information may also be used for research, planning, audit and evaluation purposes.

Retention and Disposal Standards: Record Disposition Authority (RDA) to be determined. The intent is to retain the information for 15 years after the last consultation and, once the RDA is approved, it will be destroyed after the retention period has expired.

RDA Number: Under development.

Related PR#: TFC PPO 005

TBS Registration: 005602

Bank Number: TELE PPU 005

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning (BCP)

Electronic Network Monitoring Logs
Executive Correspondence Management Systems
Hospitality
Relocation
Security Video Surveillance and Temporary Visitor
Access Control Logs and Building Passes
Travel

Classes of Personal Information

The Corporation is involved in activities which tend to generate public response in one form or another. As well, some of the Corporation's files summarized in the Program Records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Consequently, personal information may be accumulated which is not contained in any of the institution-specific PIBs listed in this index. Such personal information may consist of, among other things, compliments, complaints, enquiries, suggestions, opinions, proposals, agreements and may include name, civic address, e-mail address, telephone number and, in some cases, employment. This personal information is kept in the relevant subject files and is not normally retrievable by the name of the individual or other personal identifier. The retention periods for the personal information contained in these subject files are the same as those for the subject files containing the information.

Manuals

- Policies and Guidelines – Telefilm Canada

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For general information on current Telefilm Canada funds, programs and/or activities, please contact one of the following offices or visit the Telefilm Canada website (www.telefilm.gc.ca):

Halifax

Telefilm Canada
1717 Barrington Street, Suite 300
Halifax, Nova Scotia B3J 2A4
Telephone: 902-426-8425

Montreal – Head Office

Telefilm Canada
360 St. Jacques Street, Suite 500
Montreal, Quebec H2Y 1P5
Telephone: 514-283-6363
Toll-free: 1-800-567-0890

Toronto

Telefilm Canada
474 Bathurst Street, Suite 100
Toronto, Ontario M5T 2S6
Telephone: 416-973-6436

Vancouver

Telefilm Canada
609 Granville Street, Suite 410
Vancouver, British Columbia V7Y 1G5
Telephone: 604-666-1566

Reading Room

In accordance with Access to Information Regulations, an area at the Corporation's head office has been designated as a public reading room. Reasonable facilities for the examination of documents are also available at each of the Corporation's other offices listed above.

Thunder Bay Port Authority

Chapter 169

General Information

Background

The Thunder Bay Port Authority, formerly the Thunder Bay Harbour Commission and the Lakehead Harbour Commission is the organization responsible for the federal interests at the Port of Thunder Bay. The Port Authority is responsible to Parliament through the Minister of Transport. The Port Authority was created by the Canada Marine Act of 1997 and officially received its Letters Patent July 1, 1999.

Responsibilities

The capacities, powers and responsibilities of the Thunder Bay Port Authority are contained in the Canada Marine Act.

Legislation

- Canada Marine Act

Organization

The Canada Marine Act describes the corporate governance structure. The Act provides that a Chief Executive Officer must be in place and such other officials as may be required by the Directors may be retained. The organization currently has a Finance Department and an Engineering and Operations Department.

Information Holdings

Program Records

General Holdings

Description: Forecasts, projections and commercial information relevant or potentially relevant to Port activity, employee information.

Topics: Statistics for bulk cargo, grain cargo, liquid cargo, applications for employment, current employee information.

Program Record Number: TBPA HOL 005

Corporate Plans

Description: Budgets and Port manuals.

Topics: Annual Budgets, Five-Year Business Plan, Board of Directors' Handbook.

Program Record Number: TBPA COR 010

Engineering Services

Description: Information on the planning, design, construction and maintenance of the Thunder Bay Port Authority and its facilities.

Topics: Plans, drawings, maintenance programs, quotations, construction supervision, dredging, tenders, inspections, progress reports and payments.

Program Record Number: TBPA ENG 015

Harbour Master

Description: Information relating to traffic, vessels, safety, emergency planning, pollution and related subjects, permits, marine operations.

Topics: Harbour Activities, Harbour Practices and Procedures, Operations Regulations, Notices to Shipping, Marine Emergency Plan, Keefer Terminal Security Plan.

Program Record Number: TBPA HAR 020

Marketing

Description: Information relating to media relations, press releases, advertising, promotional events, community relations, projections, market research, analysis of competitive options and various studies relative to commodity and cargo movements.

Topics: Media clippings, advertising, corporate identity, seminars.

Program Record Number: TBPA MAR 025

Tariffs

Description: Various Port tariffs as established by Orders In Council.

Topics: Wharfage rates, berthage rates; harbour dues.

Program Record Number: TBPA TAR 030

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties
 Classification of Positions
 Employment and Staffing
 Finance
 Human Resources
 Lands
 Occupational Health, Safety and Welfare
 Official Languages
 Pensions and Insurance
 Personnel
 Relocation
 Salaries and Wages
 Staff Relations
 Training and Development
 Travel
 Utilities

Particular Personal Information Banks

Property Services

Description: This bank contains information on tenants of Port Authority properties.

Class of Individuals: General Public.

Purpose: This bank is to document property transactions between the Port Authority and the public.

Consistent Uses: The use of this bank is to document the decision process in property matters.

Retention and Disposal Standards: Information in this bank is retained as long as the Port Authority and the individuals involved are involved in a business relationship and then transferred to Library and Archives Canada for selective retention.

RDA Number: 2002/001

Related PR#: TBPA HOL 005

TBS Registration: 004406

Bank Number: TBPA PPU 005

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents

Access to Information and Privacy Requests

Relocation

Travel

Manuals

- Board of Directors' Handbook
- Keefer Terminal Security Plan
- Marine Emergency Plan
- Operating by-laws
- Operations Regulations – Thunder Bay Edition
- Port of Thunder Bay Security Plan
- TBPA Harbour Practices and Procedures

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information on the Thunder Bay Port Authority can be directed to:

Corporate Secretary
 Thunder Bay Port Authority
 100 Main Street
 Thunder Bay, Ontario P7B 6R9
 Telephone: 807-345-6400
 Facsimile: 807-345-9058

Reading Room

Thunder Bay Port Authority has designated a public reading room in accordance with the Access to Information Act at:

100 Main Street
 Thunder Bay, Ontario

Toronto Port Authority

Chapter 170

General Information

Background

The Toronto Port Authority (TPA) was established on the 8th of June 1999, under the authority of the Canada Marine Act, which received Royal Assent on the 11th of June 1998. The TPA continues The Toronto Harbour Commissioners, which was constituted as a corporation under the Toronto Harbour Commissioners Act, 1911, as amended.

Responsibilities

The Toronto Port Authority's main purpose and function is to operate the Port of Toronto. The TPA also operates the Toronto City Centre Airport and the Outer Harbour Marina. Activities and powers of the TPA include: development, application, enforcement and amendment of rules, orders, bylaws, practices or procedures relating to the use, occupancy or operation of the port; administration of fees or charges as authorized by the Canada Marine Act; management, leasing or licensing of the federal real property as described in the TPA's letters patent; construction, establishment, repair, maintenance, operation, removal, or demolition of port-related infrastructure; provision of services to port users, such as: environmental assessment, dredging and dredgeate disposal, navigational aids, stevedoring services, emergency planning and response, multi-modal facilities and services, salvage and seizure, warehousing and security services.

Legislation

- Canada Marine Act, R.S.C. 1998, c.10
- Canada Port Authorities Environmental Assessment Regulations, P.C.1999-1324, 28 July 1999
- Canada Port Authorities Management Regulations, P.C. 1999-246, 18 February 1999
- Canada Shipping Act, R.S.C. 1985, c. S-9
- Canadian Aviation Regulations, P.C. 1996-1399, 10 September 1996
- Navigable Waters Protection Act, R.S.C. 1985, c. N-22

Organization

The Toronto Port Authority is managed by a seven member board of directors, appointed as follows: the Governor in Council appoints one director as nominated by the Minister of Transport; the City of Toronto appoints one director, the Province of Ontario appoints one director; the remaining directors are appointed by the Governor in Council as nominated by the Minister in consultation with port users. The board of directors appoints a chief executive officer, who is not a member of the board.

Corporate

The head office of the Toronto Port Authority is located in its historic waterfront Administration Building. The CEO is responsible for managing the TPA, developing strategic directions for business development and for providing leadership to staff. The CEO's office is also responsible for the development and implementation of organization-wide policies and procedures. Corporate and administration support functions include: finance and accounting, risk management, information technology, office services, human resources, legal services and records and archives.

Port Operations

Port of Toronto

The harbour master is responsible for the management of the movement, navigation, and berthing of vessels using the port and harbour, to ensure safety and compliance with by-laws and regulations. The harbour master monitors navigable channels and navigational aids to comply with standards of the St. Lawrence Seaway. The harbour master also administers the power vessel operators license examination program, reviews and provides approvals for various aquatic activities and engages in public relations activities with shipping companies and the boating community.

The TPA also owns the marine terminal and warehouse. Intermodal services and terminal operations are managed by Logistec Corp. who supervise longshoremen, and supply and maintain cargo-handling equipment. They provide customer service and market the port of Toronto by communicating with customers and preparing competitive quotations.

Works Department

This unit is responsible for providing a wide variety of engineering, maintenance and customer services. These include: maintenance of navigational aids, construction equipment, vessels, cranes and vehicles; special cargo handling using the heavy lift crane and the mobile container crane; marine services such as electric power and fresh water for ships, ship safety inspections, and dry dock and ice-breaking services; dredging and harbour cleaning; lakefilling and shoreline protection including the management of the Leslie Street Endikement Project; port security and emergency response; maintenance of all TPA facilities including HVAC, plumbing and electrical services, grounds and pavement maintenance and dockwall repairs and surveys; and special maintenance duties including bridges, docks, ferry ramps, dockwalls, airport runways and topographic and hydrographic surveys.

Outer Harbour Marina

Marina staff are responsible for operating the marina including leasing slips in the summer and outdoor storage space for boats in the winter, coordination of boat launches and haul-outs, and customer billing. Other duties of staff include maintaining site services, conducting safety and security inspections, maintenance of equipment, machinery and electrical/mechanical services, customer service and marina marketing.

Toronto City Centre Airport

Airport staff are responsible for the overall daily operation of the airport and ferries, including management of supplies, services and facilities. A large number of duties are focussed on safety and security: staff develop and maintain the airport security program; coordinate the Airport Emergency Plan with input from the police, ambulance and fire departments, and the air traffic control unit; maintain equipment in a state of readiness for any emergency; and produce such reports as incident, noise, runway conditions and notices to airmen. Airport staff also handle customer service, including complaints and billing, and market the airport to the public.

Information Holdings

Program Records

Corporate Records

Access to Information

Description: All information relating to the Access to Information and Privacy Act.

Topics: Access to Information requests, Privacy Act requests, reports, publications, correspondence.

Program Record Number: TPA PIB 005

Airport Operations

Description: Information on the daily operations of the Toronto City Centre Airport and the ferry service across the Western Channel.

Topics: Air traffic reports, aircraft movement surface condition reports, airport monthly activities reports, noise complaint reports, NOTAMS, rates schedule, tie-down contracts, ferry logs, ferry maintenance reports, ferry traffic summaries, ferry pass applications, restricted area access pass applications, airside vehicle operators permit applications, fire alarm reports, firefighters' logs, emergency equipment maintenance reports, airport drawings and specifications.

Program Record Number: TPA AIR 005

CEO's Office

Description: Information on the administration and management of the Toronto Port Authority.

Topics: Business and strategic plans, marketing of the port and airport, organization-wide policies, TPA-City of Toronto relations, committee files, speeches, conference and seminar files, travel files.

Program Record Number: TPA COR 005

Human Resources

Description: Information regarding employment at the Toronto Port Authority.

Topics: Employee files, job postings, applications for employment, disciplinary information, codes of conduct, benefits.

Program Record Number: TPA HRD 005

Information Technology

Description: Information on the management of the TPA's various information systems and databases.

Topics: Year 2000 compliance forms, forms management, project notes, systems documentation, equipment inventories, equipment maintenance logs.

Program Record Number: TPA COR 010

Legal Records

Description: Legal documents.

Topics: Agreements, bills of sale, commercial carriers operating agreements, consents, contracts, deeds, easements, leases, memoranda of understanding, minutes of settlement, mortgages, trademarks, waivers.

Program Record Number: TPA COR 015

Property Records

Description: Information on the leasing of TPA properties, office space, short-term seasonal arrangements such as berthing, and temporary license agreements for film productions.

Topics: Fee schedules, insurance waivers, tenants' case files (including copies of correspondence, insurance certificates, property leases or schedules).

Program Record Number: TPA COR 020

Marina Operations

Description: Information on the business operations of the Outer Harbour Marina.

Topics: Customer files (containing correspondence, service agreements, complaints, loss/damage reports, insurance certificates), haul out/launch book, dock walk reports, incident reports, monthly fuel inventory statements, fuel dock license, VHF radio license, retail sales license.

Program Record Number: TPA MAR 005

Port Operations

Description: Information on the provision of services concerning the navigation and berthing of ships in the port and harbour of Toronto, and concerning the safe operation of various smaller watercraft.

Topics: Tonnage statistics, berthing arrangements, port tariffs, marine safety, Notices to Shipping, recreational boating, Navigable Waters Protection Act, boat operators' license program.

Program Record Number: TPA POR 005

Records and Archives

Description: Information relating to the management of corporate information.

Topics: (Records) Mail management, central registry files, Board minutes, records management databases; (Archives) Historical records of the Toronto Harbour Commissioners including textual records, technical drawings, photographs and file art, archival finding aids and databases.

Program Record Number: TPA COR 025

Terminal Operations

Description: Information on the business operations of the Port of Toronto's Marine Terminal 51, Warehouse 52 and intermodal services.

Topics: Import and export vessel cargo logs, monthly reports for warehousing, cargo and container handling, daily records for Reefers (refrigerated containers).

Program Record Number: TPA TER 005

Works Department Operations

Description: Information on services provided by Works Department staff in areas of engineering, plant maintenance, waterways, dredging and filling and the Leslie Street landfill operation.

Topics: Dockwalls/ retaining walls, equipment maintenance files, ice condition reports, navigation aids placement, oil spill reports, survey drawings and files, hydrographic and topographic survey field books, daily and monthly water level reports, daily dredging logs, monthly and annual dredging drawings, daily dredgeate placement logs, monthly and annual dredgeate placement drawings, annual operating plan for the Leslie Street landfill site, daily and monthly fill reports, illegal dumping reports and copies of violation notices.

Program Record Number: TPA WOR 005

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Audits

Budgets

Buildings and Properties

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Particular Personal Information Banks

Access Request Data

Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act, and includes names, addresses and phone numbers.

Class of Individuals: General public.

Purpose: This bank processes access requests and reports the total number of requests processed.

Consistent Uses: This bank is used to report on the administration of the Access to Information and Privacy Acts.

Retention and Disposal Standards: Records are retained for two years after the last administrative action and then destroyed.

RDA Number: 98/001

Related PR#: TPA PIB 005

TBS Registration: 004357

Bank Number: TPA PPU 005

Airport Airside Restricted Area Canada Pass

Description: This bank contains applications received from individuals who require access to restricted areas at airports across Canada. It includes names, titles, addresses, phone numbers, date of birth, height, weight, eye and hair colour, fingerprints, marital status, personal photographs, and Transport Canada clearance numbers.

Class of Individuals: Persons who whose business involves being in restricted areas of at least four or five Canadian airports and Transport Canada Aviation Inspectors.

Purpose: This bank processes pass applications.

Consistent Uses: The information in this bank would be used in the event of a breach of security.

Retention and Disposal Standards: Applications are retained for five years after the expiry of the pass and then transferred to the National Archives.

RDA Number: 99/009

Related PR#: TPA AIR 005

TBS Registration: 004358

Bank Number: TPA PPU 010

Airport Airside Restricted Area Pass (ARAP)

Description: This bank contains applications received from individuals who require access

to restricted areas at the Toronto City Centre Airport. It includes names, titles, addresses, phone numbers, date of birth, height, weight, eye and hair colour, fingerprints, marital information, personal photographs, and Transport Canada clearance numbers.

Class of Individuals: TPA employees and airport tenants.

Purpose: This bank processes pass applications.

Consistent Uses: The information in this bank would be used in the event of a breach of security.

Retention and Disposal Standards: Applications are retained for five years after the expiry of the pass, then transferred to the National Archives.

RDA Number: 99/009

Related PR#: TPA AIR 005

TBS Registration: 004359

Bank Number: TPA PPU 015

Airport Airside Vehicle Operators Permit (AVOP)

Description: This bank contains applications received from individuals who require a permit to operate a vehicle on the grounds of the Toronto City Centre Airport. It includes names, addresses, phone numbers and vehicle information. It also contains the practical test evaluation form for the AVOP.

Class of Individuals: TCCA employees and airport tenants.

Purpose: This bank processes AVOP applications.

Consistent Uses: The information in this bank would be used in the event of suspected unauthorized vehicle use at the airport.

Retention and Disposal Standards: Applications are retained for five years after the expiry of the pass and then transferred to the National Archives.

RDA Number: 99/009

Related PR#: TPA AIR 005

TBS Registration: 004360

Bank Number: TPA PPU 020

Airport Employee Ferry Pass

Description: This bank contains applications received from individuals who require an employee ferry pass to the Toronto City Centre Airport. It includes names, addresses, phone numbers and personal photographs.

Class of Individuals: TPA staff, airport tenants, frequent flyers.

Purpose: This bank processes employee ferry pass applications.

Consistent Uses: The information in this bank would be used in the event of suspected fare evasion on the airport ferry.

Retention and Disposal Standards: Applications are retained for five years after expiry of the pass and then transferred to the National Archives.

RDA Number: 99/009

Related PR#: TPA AIR 005

TBS Registration: 004361

Bank Number: TPA PPU 025

Airport Ferry Vehicle Pass

Description: This bank contains applications received from individuals who require a ferry vehicle pass to the Toronto City Centre Airport. It includes names, addresses, phone numbers and vehicle information.

Class of Individuals: TPA employees and airport tenants.

Purpose: This bank processes ferry vehicle pass applications.

Consistent Uses: The information in this bank would be used in the event of suspected fare evasion on the airport ferry.

Retention and Disposal Standards: Applications are retained for 5 years after expiry of the pass and then transferred to the National Archives.

RDA Number: 99/009

Related PR#: TPA AIR 005

TBS Registration: 004362

Bank Number: TPA PPU 030

Airport Parking Pass

Description: This bank contains applications received from individuals who require a parking pass for the mainland Toronto City Centre Airport parking lot. It includes names, addresses, phone numbers and vehicle information.

Class of Individuals: TPA employees and airport tenants.

Purpose: This bank processes parking pass applications.

Consistent Uses: The information in this bank would be used in the event of suspected unauthorized parking at the parking lot.

Retention and Disposal Standards: Applications are retained for 5 years after expiry of the pass and then transferred to the National Archives.

RDA Number: 99/009

Related PR#: TPA AIR 005

TBS Registration: 004363

Bank Number: TPA PPU 035

Applications for Employment

Description: This bank contains applications received from the general public for possible employment with the Toronto Port Authority, and includes names, addresses and phone numbers.

Class of Individuals: General public.

Purpose: Information may be used to fill vacancies in the Authority for which applicants have suitable qualifications.

Consistent Uses: The bank provides a record of the information used in staffing a position.

Retention and Disposal Standards: Records are retained for six months and then destroyed.

RDA Number: 98/005

Related PR#: TPA HRD 005

TBS Registration: 004364

Bank Number: TPA PPU 040

Claims

Description: This bank contains information relating to settlements by and against the Toronto Port Authority, and includes names, addresses and phone numbers.

Class of Individuals: General public, companies and institutions of Canadian or foreign extraction.

Purpose: This bank documents the settlement of claims by or against the Authority.

Consistent Uses: This bank documents the legal settlements of all claims by or against the Authority.

Retention and Disposal Standards: Records are retained for 6 years after the settlement and then destroyed.

RDA Number: 99/004

Related PR#: TPA COR 015

TBS Registration: 004365

Bank Number: TPA PPU 045

Marina Customers

Description: This bank contains information relating to individuals who rent boat slips from the Outer Harbour Marina, and includes names, addresses, phone numbers and information about the person's boat.

Class of Individuals: General public.

Purpose: This bank is used to document service agreements, insurance certificates, loss/damage reports, and complaints.

Consistent Uses: This bank provides information for billing and insurance claims.

Retention and Disposal Standards: Records are retained for 6 years after last transaction completed and then destroyed.

RDA Number: 99/004

Related PR#: TPA MAR 005

TBS Registration: 004366

Bank Number: TPA PPU 050

Personal Service Contracts

Description: This bank contains the terms and conditions of individuals employed on contract to the Authority, and includes names, addresses and phone numbers.

Class of Individuals: General public.

Purpose: The purpose of this bank is to provide documentation and authorization for personal service contracts.

Consistent Uses: This bank is used to record payment to individuals for income tax purposes as well as budgetary spending.

Retention and Disposal Standards: Records are retained for six years after expiry of the contract and then destroyed.

RDA Number: 98/005

Related PR#: TPA HRD 005

TBS Registration: 004367

Bank Number: TPA PPU 055

Power Vessel Operator's Permit

Description: This bank contains information relating to individuals who operate a power vessel in the Toronto harbour, and includes names, addresses, phone numbers, gender, date of birth and height.

Class of Individuals: General public.

Purpose: The information is used to process permit applications for individuals who operate a power vessel in the Toronto harbour. It ensures that boaters have a permit and have passed our safe boating test.

Consistent Uses: The information will be shared with the Toronto Police Marine Unit in the event of a boating infraction.

Retention and Disposal Standards: Applications are retained for 3 years after the last renewal of the permit and then destroyed.

RDA Number: 98/001

Related PR#: TPA POR 005

TBS Registration: 004444

Bank Number: TPA PPU 070

Property Services

Description: This bank contains information on owners or tenants of properties (land or buildings), and includes names, addresses and phone numbers.

Class of Individuals: General public, companies, institutions, government agencies.

Purpose: The bank is used to document property transactions such as leases, agreements, sales, exchange or purchase of lands.

Consistent Uses: The information in this bank is used to document the decision process in property matters.

Retention and Disposal Standards: Records are retained in active files while administration action continues. After transactions are closed the records are transferred to the TPA Archives for permanent retention.

RDA Number: 98/005

Related PR#: TPA COR 015

TBS Registration: 004368

Bank Number: TPA PPU 060

Researcher Registration

Description: This bank contains information about researchers visiting the Archives and their subject of research, and includes names, addresses and phone numbers.

Class of Individuals: General public.

Purpose: This bank documents the provision of archival services to researchers, and provides the archivist with research inquiry answers and statistics.

Consistent Uses: This information is used to record services and information to individuals, and for billing.

Retention and Disposal Standards: Individual researcher personal information is destroyed two years after visit.

RDA Number: 98/001

Related PR#: TPA COR 025

TBS Registration: 004369

Bank Number: TPA PPU 065

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Personnel Security Screening

Relocation

Travel

Classes of Personal Information

In the course of conducting the programs and activities of the Toronto Port Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information may include: requests for information, expressions of public support, personal opinions, offers of services, complaints, and other personal information such as name, address or phone number. This information is stored as part of the central registry files or in departmental subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information normally is retrievable if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by

the Authority, and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules for the general subject files in which they are stored.

Manuals

- Aerodrome Standards and Practices, TP 312, 4th ed.
- Airport Emergency Response Manual
- Airport Operations Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests made to the Toronto Port Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Toronto Port Authority.

Request for further information about the Toronto Port Authority and its various programs and functions may be directed to:

Toronto Port Authority
60 Harbour Street
Toronto, Ontario M5B 1J7

Telephone: 416-863-2000
Facsimile: 416-863-4830
E-mail: info@torontoport.com
Internet: www.torontoport.com

Reading Room

The Toronto Port Authority has designated the 6th floor meeting room as a reading room for the purposes of the Access to Information Act. The address is:

Toronto Port Authority
60 Harbour Street
Toronto, Ontario

Transport Canada

Chapter 171

General Information

Background

The Department of Transport was established in 1936 by the Department of Transport Act, which amalgamated the functions of the Department of Railways and Canals, the Department of Marine and the Civil Aviation Branch of the Department of National Defence.

Responsibilities

Transport Canada is responsible for most of the transportation policies, programs and goals set by the Government of Canada to make sure the national transportation system is safe, efficient, environmentally sound and accessible to all its users.

Legislation

- Aeronautics Act
- Aeronautics Act, An Act respecting Regulations made pursuant to s.5 of the
- Air Canada Public Participation Act
- Airport Transfer (Miscellaneous Matters) Act
- Arctic Waters Pollution Prevention Act
- Bills of Lading Act
- Blue Water Bridge Authority Act
- Bridges Act
- Buffalo and Fort Erie Public Bridge Company Act
- Canada Labour Code
- Canada Marine Act
- Canada Post Corporation
- Canada Shipping Act, 2001
- Canada Strategic Infrastructure Fund Act
- Canada Transportation Act
- Canadian Air Transport Security Authority Act
- Canadian National Montreal Terminals Act, 1929
- Canadian National Toronto Terminals Act
- Canadian Transportation Accident Investigation and Safety Board Act
- Carriage by Air Act
- Civil Air Navigation Services Commercialization Act
- CN Commercialization Act
- Coasting Trade Act
- Department of Transport Act
- Excise Tax Act
- Financial Administration Act
- Government Property Traffic Act
- Harbour Commissions Act
- Intercolonial and Prince Edward Island Railways Employee's Provident Fund Act
- International Interests in Mobile Equipment (aircraft equipment)
- International Rapids Power Development Act
- Marine and Aviation War Risks Act
- Marine Atlantic Inc. Acquisition Authorization Act
- Marine Insurance Act
- Marine Liability Act
- Marine Transportation Security Act
- Maritime Code
- Meaford Harbour, An Act Respecting
- Montreal, Port Warden Act
- Motor Vehicle Fuel Consumption Standards Act
- Motor Vehicle Safety Act
- Motor Vehicle Transport Act, 1987
- National Capital Act
- National Energy Board Act
- National Transcontinental Railway Act
- Navigable Waters Protection Act
- Non-Smokers' Health Act

- Northern Transportation Company Limited Disposal Authorization Act
- Northumberland Strait Crossing Act
- Ontario Harbours Agreement Act
- Pilotage Act
- Preclearance Act
- Public Safety Act, 2002
- Quebec Harbour, Port Warden Act
- Railway Relocation and Crossing Act
- Railway Safety Act
- Royal Canadian Mint Act
- Safe Containers Convention Act
- Shipping Act, Canada
- Shipping Conferences Exemption Act, 1987
- Ste-Foy-St-Nicolas Bridge Act
- Transportation Appeal Tribunal of Canada Act
- Transportation of Dangerous Goods Act, 1992
- United States Wreckers Act
- Winnipeg Terminals Act

Organization

Communications Group

The Communications Group is responsible for supporting management in providing effective two-way communication between Transport Canada and its employees, and with the Canadian public and stakeholders. This helps ensure the public is well informed of the department's activities and allows the department to take into consideration the concerns and views of the public in all its activities. The Director General, Communications, reports directly to the Deputy Minister. Five regional directors of communications report to regional departmental directors general.

Corporate Services Group

The Assistant Deputy Minister (ADM), Corporate Services is responsible and accountable for providing corporate leadership in the formulation, establishment, implementation and monitoring of policies, plans, guidelines, best practices, systems, standards and processes respecting corporate management programs in the Department. The ADM is also accountable for

providing leadership, oversight and advice for the 16 for Crown Corporations in the Minister's portfolio. The Corporate Services Group comprises five directorates and three branches: Executive Services, Finance and Administration, Human Resources, Technology and Information Management Services, Office of Crown Corporation Governance, Departmental Evaluation Services, Audit and Advisory Services and the Office of Comprehensive Reviews. The services provided by these directorates/branches are continuously evolving to adapt to the changing needs of Transport Canada (TC) and play an essential role in supporting and achieving the Department's mandate. The ADM is responsible for overseeing the delivery of these services to TC Headquarters and nationally where such services are centralized. He is also responsible for the functional oversight of the five regions.

Audit and Advisory Services

Audit and Advisory Services (A&AS) Branch conducts audits and reviews to provide the Deputy Minister and senior management with independent and objective assurance and advice on all important aspects of risk management, management practices and controls, and information used for decision-making purposes. In addition, A&AS provides secretariat services to the Transport Canada Audit and Review Committee and liaison services external audits of Transport Canada by other entities (eg. Office of the Auditor General, Public Service Commission, Treasury Board Secretariat, Office of the Comptroller General).

Departmental Evaluation Services

As the Department's centre of excellence for evaluation and results-based management, Departmental Evaluation Services (DES) conducts evaluation studies of the relevance, success and cost-effectiveness of TC's policies, programs and initiatives. Evaluations influence senior management decision-making by recommending delivery improvements, service reductions, cost savings, policy changes and the collection of better performance data. DES develops, or aids in the development of frameworks, including Results-based Management Accountability Frameworks (RMAFs), which are key planning and accountability tools for managers. By implementing these frameworks, programs are able to produce data that responds to the requirements of the Management Accountability Framework (MAF)

assessment, the Management, Resources and Results Structure (MRRS), the Departmental Performance Report (DPR) and other results reporting. In addition, DES offers workshops and training courses so that managers and staff across TC better understand their obligation to measure results and have the capacity to do so.

Executive Services Directorate

Executive Services supports the Minister's and Deputy Minister's offices, and senior departmental managers in meeting Transport Canada's responsibilities with respect to Parliament, transportation industry, and the general public, Access to Information and Privacy legislation and ministerial correspondence.

Finance and Administration Directorate

Finance and Administration is responsible for ensuring the provision of advice, services and support in the areas of financial and benefit-cost analysis and management; financial policy and systems; accounting operations; cost recovery; materiel and asset management; contracting; vehicle fleet management; building management; accommodation planning and design, physical security and business continuity planning.

Human Resources Directorate

The Human Resources (HR) Directorate provides a full range of advice, counsel and services to support the effective management of all aspects of the Department's human resources in the following areas: human resources planning, organization design and classification, staffing and recruitment, training and development, official languages, employment equity, diversity, awards and recognition, values and ethics, workforce adjustment, prevention of harassment in the workplace, labour relations, compensation, occupational health and safety, employee assistance, career counseling, HR monitoring, performance measurement, and reporting. In the context of these activities and functions, the HR Directorate interprets relevant legislation and guidelines and provides strategic advice and analytical expertise to help managers and employees make informed decisions.

Office of Comprehensive Reviews

The Office of Comprehensive Reviews is responsible for reviewing existing activities and operations to ensure that Transport Canada is as efficient and effective as possible. More

specifically, it has a mandate to oversee and coordinate all aspects of Transport Canada's Comprehensive Review; provide a secretariat function to the Steering Committee; communicate and disseminate information; procure outside expertise and manage contracts; integrate all components of the Review; assist, if necessary, in validating and challenging the results and reporting on project findings; and supporting the development of a three to five-year business plan.

Office of Crown Corporation Governance

The Office of Crown Corporation Governance provides policy advice to the Minister on matters pertaining to the following Crown corporations: Canada Lands Company Limited (including its subsidiaries, Old Port of Montreal Corporation and Parc Downsview Park), Canada Post Corporation, Royal Canadian Mint and the National Capital Commission. It also coordinates and facilitates the provision of policy advice to the Minister on horizontal issues that impact the entire portfolio.

Technology and Information Management Services Directorate

The Technology and Information Management Services Directorate (TIMSD) is part of Transport Canada's Corporate Services Group, which provides departmental employees and managers with support services and functional expertise. With the support of regional IM/IT Support Units, TIMSD is responsible for the following: providing IM/IT services, systems and advice; providing a stable, robust and secure electronic environment; managing, directing and coordinating the national information management function; promoting IM/IT security awareness; developing, designing and implementing software applications; and managing IM/IT resources in a prudent and cost-effective manner. TIMSD is comprised of five branches: Application Management Services, Computer Operations and Network Services, IM-IT Architecture and Planning, Information Management and IT-IM Security and Infrastructure Planning.

Policy Group

The Policy Group is responsible for the development of transportation policies across all modes, with emphasis on the effective operation of the national system, including developing policies to promote more efficient borders, gateways and trade corridors, market based frameworks, sustainable transportation, climate change,

clean air, urban transportation, and all aspects of multimodal transportation. The Policy group also develops national legislation pertaining to an efficient and effective Canadian transportation system; monitors and analyses the Canadian transportation system, including publishing an annual report, undertaking economic studies, and conducting research and development; coordinates Ministerial, international and federal-provincial activities; and provides support for Parliamentary and Cabinet activities. In addition, the Policy Group also develops key environmental strategies for the transportation sector, including the ecoTRANSPORT Strategy and Transport Canada's Sustainable Development Strategy; provides advice to the Minister of Transport, Infrastructure and Communities and senior management on a wide range of economic, environment and policy issues pertaining to transportation, and provides information on how these issues fit within the new transport, infrastructure and communities' portfolio and the broader government agenda. The Policy Group fulfils its role through a multi-modal program of policy analysis, briefings, coordination, consultations, and economic analysis. This latter function involves producing and using data to develop forecasts models, research, and intelligence to meet the department's objectives.

Six Directorates support the Assistant Deputy Minister – Policy.

Air Policy Directorate

The Air Policy Directorate is responsible for the development and implementation of the government's economic policy frameworks for national and international air transportation services, airports and NAV CANADA. Canada's permanent mission at the International Civil Aviation Organization (ICAO) in Montreal reports to the Director General. The Directorate provides ongoing policy advice to the Minister with a view to an efficient and effective air transportation system that responds to the needs of the general public and industry for air services within Canada and internationally. It is also responsible for the preparation of mandate papers for the negotiation of bilateral air agreements in collaboration with the Chief Air Negotiator (at Foreign Affairs and International Trade) and the development of Canadian positions respecting air transportation in international fora.

Economic Analysis Directorate

The Directorate provides the Department with statistics, forecasts, economic analyses and economic research needed for informed policy and planning decisions. It acquires data and maintains databases for all modes of transport. Forecasts of traffic demand and growth are calculated for each mode of transportation and used in policy development, planning and resource allocation decisions. Forecasts related to air transportation are available through a cost recovery program, i.e. forecasts of passengers, revenues passenger-kilometres, and aircraft movements. The Directorate carries out economic analysis in support of policy assessment, planning and development. The Directorate also carries out economic analysis of environmental impacts of transportation as well as some forward – looking methodological developmental work to assess and quantify the economic impact of major transportation policy initiatives. In addition, it conducts economic research into current and anticipated future transportation issues.

International and Intergovernmental Coordination Relations Directorate

The Directorate co-ordinates the Department's international activities, including involvement in overall Government of Canada foreign policy initiatives such as Asia-Pacific Economic Cooperation (APEC), the Security and Prosperity Partnership (SPP), and Arctic and circumpolar affairs. The Directorate also coordinates technical cooperation activities with other countries, as well as the Minister's participation in multilateral and bilateral international meetings. The Directorate participates directly in bilateral free trade negotiations, as well as services negotiations at the World Trade Organization. It is also responsible for reviewing departmental initiatives to ensure compliance with the obligations that Canada has accepted under trade agreements. The Directorate provides analysis, advice, liaison and monitoring of policy files with important intergovernmental dimensions; assesses federal, provincial and territorial priorities; works with provincial and territorial governments; and co-ordinates the department's federal/provincial-territorial activities as well as the Minister's participation in multilateral and bilateral meetings with national stakeholders. The Directorate is also responsible for coordinating, across the department, Aboriginal consultation, as well as representing the department at Federal-level committees

related to Aboriginal Self-government and Comprehensive Claims. In addition, the Directorate is also responsible for providing leadership in the development and promotion of strategies and policies that seek to provide accessibility to the national transportation network without undue obstacles for persons with disabilities, seniors, and other citizens with unique needs as well as for organizing an International Conference on Mobility and Transport for the Elderly and Disabled Persons to be held in Montréal in June 2007.

Marine Policy Directorate

The Directorate is responsible for the development and implementation of the government's policy initiatives for national and international marine transportation services and ports. This includes liner policy and marine insurance and liability regimes, as well as the Bilateral Seaway relationship with the United States. On the domestic side, the Directorate is responsible for enforcing the Coasting Trade Act, reserving maritime transportation of passenger and cargo to Canadian registered duty-paid vessels. Marine Policy is also responsible for overseeing the management contract with the St. Lawrence Seaway Management Corporation; providing policy advice with respect to Canada Port Authorities (CPA) related to the parent Crown Corporation, Ridley Terminals Inc. (RTI); and developing and overseeing policies and programs for all aspects of federally subsidized ferry services, including Marine Atlantic Inc. (MAI). On the international side, the directorate is responsible for the negotiation of bilateral agreements on maritime transport and represents Canada at multilateral negotiations on maritime transport conducted within intergovernmental organizations, e.g. International Oil Pollution Compensation Fund (IOPC), United Nations Commission on International Trade Law (UNCITRAL), International Maritime Organization (IMO), Asia-Pacific Economic Cooperation (APEC), North American Treaty Organization (NATO) and the World Trade Organization (WTO). The Directorate plays an active role in the protection of Canadian interests in the IOPC and provides policy and governance advice on Canada's Ship-source Oil Pollution Fund; provides expertise on marine and aviation war risks insurance and manages war risk re-insurance agreements under the Marine and Aviation War Risks Act; and monitors marine policy and legislative initiatives of Canada's main trading partners and assesses their impacts on the Canadian shipping industry and international traders.

Strategic Policy Directorate

The Strategic Policy Directorate has an integrative function within the Policy Group, as well as a corporate role in providing strategic advice to senior management. Responsibilities include the Departmental Policy Committee, the Intradepartmental Research and Development Committee, the management of Parliamentary and Cabinet Affairs, and coordination on a range of policy matters, such as the Asia-Pacific Gateway and Corridor Initiative and gateways and trade corridors policy in general. The Directorate leads key policy development and implements files where integration is fundamental, develops the National Policy Framework for Strategic Gateways and Trade Corridors; establishes new policies and strategies on skills in the transportation sector; and conducts research and development (R&D) to develop short-and long-term policy priorities. The Directorate also formulates the department's overall R&D strategy in cooperation with other TC directorates. This includes aligning TC's R&D program with strategic departmental and national priorities. The Transportation Development Centre in Montreal, which serves as the Department's centre of expertise in technology R&D, undertakes innovative R&D to facilitate informed decision-making; and supports policy and regulatory development leading to a competitive and productive transportation system.

Surface Transportation Policy Directorate

The Directorate is responsible for the development, formulation and implementation of surface transportation policies and for the management of all developmental and economic legislative and regulatory activities of the Department in support of surface transportation. The legislative and policy activities include all railway freight policies (including grain transportation) and programs, as well as all surface passenger transportation policies; the development and administration of rail passenger legislation and programs, as well as the administration of rail passenger funding programs for regional and remote services and VIA Rail. In addition, the directorate is responsible for federal government policy applicable to inter-provincial and international trucking and motor coach transportation undertakings; the application of intelligent transportation systems and related funding initiatives for research, development and deployment; funding of urban transportation, transit, land border crossing infrastructure, and the economic impact of land border inspection policies

and practices; surface transport policies in NAFTA countries; and the highway funding policy of the federal government.

Programs Group

The Programs Group is headed by an Assistant Deputy Minister (ADM) who is responsible for designing and delivering programs for airports, ports, highways and bridges, and for most of Transport Canada's environment-related activities. The Assistant Deputy Minister is assisted by three Directors-Generals: Airport and Port Programs, Environmental Affairs, and Surface Programs, as well as a Director of Strategic Planning and Communications.

Airports and Ports

This Directorate functions as landlord for the National Airports System airports transferred to local airport authorities, and continues to explore divestiture options for the remaining airports; oversees the administration of the Airports Capital Assistance Program, which assists airports not owned by the Government of Canada, by financing capital projects related to safety, asset protection and operating cost reduction; supports remote and non-transferred airports management and maintains transfer agreements; monitors the performance of the Canadian airport industry; negotiates transfer agreements and transfers of regional/local ports to provinces, municipalities, local groups and individuals interested in owning and operating them; operates public port facilities that have not yet been divested; terminates public harbour status of certain harbours once all of Transport Canada's interests have been divested; ensures Canada Port Authorities (CPA) conduct their affairs in accordance with the provisions of the Canada Marine Act, their Letters Patent and CPA Regulations; administers real property issues relating to public port facilities and CPA; manages post-transfer issues pertaining to NAV CANADA, and is responsible for the sale of surplus St. Lawrence Seaway properties to Canada Lands Company Limited.

Environment

This Directorate is responsible for implementing specific commitments within Transport Canada's Sustainable Development Strategy; implementing and monitoring the department's environmental management system, which provides a framework for the department to conform to its environmental policy and improve its overall environmental

performance; promoting sustainable transportation in Canada through specific programs, including developing and implementing programs on key issues, such as climate change, urban transportation and clean air; providing support for all departmental activities that have a potential impact on the physical environment, including environmental assessments and Strategic Environmental Assessment as well as the remediation of contaminated sites; and managing the property records related to Transport Canada's real property assets.

Surface Infrastructure Programs

This Directorate is responsible for providing leadership in the development, negotiation and implementation of programs and strategies to improve the efficiency and safety of surface transportation in Canada; managing federal/provincial/territorial highway, border and transit contribution agreements; implementing transportation infrastructure projects under the Canada Strategic Infrastructure Fund and the Border Infrastructure Fund through a Memorandum of Understanding with Infrastructure Canada; overseeing the management of a number of federal vehicular bridge authorities, both domestically and internationally, including two Crown Corporations; implementing capital improvement projects on select bridges; operating Confederation Bridge through public/private partnership; administering the International Bridges and Tunnels Act, including the development of regulations and guidelines; administering the Seaway Agreements regarding the Real Property Management of the St. Lawrence Seaway and the administration of non-navigational assets; implementing future surface infrastructure applied research and development related programs; completing studies and analyses to improve the efficiency, safety and socio-economic benefits of Canada's surface transportation system; and representing the Government of Canada on the Canadian National Committee of the World Road Association.

Safety and Security Group

The Safety and Security Group is responsible for the development of regulations and national standards, as well as for the implementation of monitoring, testing, inspection and subsidy programs, to contribute to safety and security in the aviation, marine, rail and road modes of transport. The Group also administers the delivery of aircraft services to government

and other transportation bodies; develops and enforces regulations and standards under federal jurisdiction to promote public safety in the transportation of dangerous goods and to prevent unlawful interference in the aviation, marine, rail and road modes of transport; and ensures that the Department is prepared to respond to transportation and transportation-related emergencies.

Executive Services Secretariat

The Secretariat is the focal point within the Safety and Security Group for the management, review, coordination and quality control of information, briefing products, and ministerial correspondence. This service is delivered by coordinating and facilitating documents; reviewing and monitoring content (advising on quality control function); tracking documents; providing multi-modal editorial/translation services, as well as monitoring and tracking access to information and privacy requests for Safety and Security.

Aircraft Services Directorate

The Aircraft Services Directorate is responsible for the provision of aircraft and services in support of Transport Canada operations, as well as selected programs of other federal government departments and agencies. The Directorate is an air operator with an Operating Certificate, an Approved Maintenance Organization, an Approved Engineering Organization, an Approved Maintenance Engineer Training Organization, and has approved pilot training programs, with authority from the Department of National Defence for Engineering Approval Services to 412 (Transport) Squadron, the Directorate operates from Transport Canada and Department of Fisheries and Oceans/Canadian Coast Guard facilities across Canada and is responsible for ensuring safe and efficient operation of aeroplanes and helicopters; providing aircraft maintenance and overhaul services; providing engineering, avionics and drafting services; designing, developing and delivering initial and recurrent training programs for pilot and maintenance personnel; overseeing the safety oversight of Directorate operations through the maintenance of an aviation safety reporting and occurrence database; the establishment of a quality assurance function, and the development and delivery of safety briefings, training and promotional material; and providing strategic planning, resource and environmental management services, security of Directorate

facilities, software applications and contract negotiations.

Civil Aviation Directorate

The Civil Aviation Directorate is responsible for establishing, administering and ensuring compliance with the regulations and standards necessary for the safe conduct of civil aviation within Canada. The directorate is responsible for overseeing the regulation and safety oversight of Canadian airports and aerodromes, providers of air navigation services in Canada and international airspace delegated to Canada; establishing and regulating standards for the certification of aeronautical products designed and operated in Canada; ensuring that all aircraft built or operated in Canada meet the required national and international airworthiness standards; designing, developing and delivering basic, advanced, and refresher training for Civil Aviation employees; overseeing the periodic medical examinations required by aviation personnel; managing safety regulation and oversight of all Canadian business and commercial air operators, as well as foreign air operators who operate in Canadian airspace; overseeing safety regulations and standards pertaining to the licensing and testing of all pilots and flight engineers and flight training units in Canada; providing advice and support on international civil aviation matters; carrying out strategic planning and management of an Integrated Management System and a quality assurance program; developing and maintaining aeronautical legislation and enforcing the Canadian Aviation Regulations; providing strategic management of Civil Aviation high profile issues affecting the aviation industry, the public, and triggering media interest; providing Transport Canada Civil Aviation and the Canadian aviation community with timely, relevant and reliable safety intelligence and guidance for managing risks; and producing and distributing Civil Aviation publications.

Marine Safety Directorate

The Marine Safety program is responsible for the protection of life, health, property and the marine environment, thereby contributing to an efficient and sustainable marine transportation system in which the public can have continued confidence. Marine Safety's mandate encompasses the full spectrum of responsibilities related to the safety of vessels and environmental protection, including developing, administering and enforcing national and international marine laws and regulations;

coordinating national conferences such as the Canadian Marine Advisory Council (CMAC), Transport Canada's national consultative body on marine matters and liaising with international bodies such as International Labour Organization (ILO), the International Maritime Organization (IMO), and other UN related agencies; providing authoritative evaluations on the quality assurance and integrity of all aspects of the Marine Safety programs; inspecting and certifying domestic and foreign commercial vessels; managing Canada's Port State Control program; maintaining a Canadian ship register which includes large and small commercial vessels, plus pleasure craft that may be voluntarily registered; protecting the marine environment in Canadian waterways under the pollution prevention, environmental response and navigable waters protection programs; overseeing the pollution prevention aerial surveillance program; administering and enforcing the Navigable Waters Protection Act by approving acceptable interferences to navigation, removing obstructions to navigation, and acting as Receiver of Wreck for Canada; approving products and equipment; promoting safe navigation and radio communications; promoting safe practices and procedures on small vessels, fishing vessels, and pleasure craft through education and awareness programs; overseeing training programs for officers and crews of commercial and recreational vessels; responding to marine occupational safety and health issues; overseeing pilotage matters, offshore development (with other government departments and agencies) and Arctic shipping; reviewing seafarer medical status; managing the Marine Emergency Duties Training Program; and designing and delivering courses/products for a National Technical Training Program aimed primarily for Transport Canada's Marine Safety employees.

Marine Security Directorate

The Marine Security Directorate is responsible for marine security policy, regulatory affairs and operations, as well as for functional authority for regional marine security operations through the Regional Directors. Through the Interdepartmental Marine Security Working Group, this Directorate has a lead role in the coordination of government-wide marine security initiatives. The directorate is responsible for delivering the Marine Security Contribution Program, a national program designed to provide financial assistance to ports and marine facilities for security enhancements;

acting as the functional authority for the Security and Emergency Preparedness Regional Offices (Marine), in helping industry to achieve compliance with marine security legislation and regulations through awareness, certification, inspections and enforcement; developing and implementing an education program for the training of Transport Canada Marine Security Inspectors, and recognizing on a voluntary basis marine security courses provided by other institutions offering marine training in Canada; acting as the functional authority for the Transport Canada Marine Security personnel established in the interdepartmental Marine Security Operations Centres (MSOCs) that will detect, assess and prevent a direct or indirect marine security threat; providing leadership, secretariat services and a center of policy development and expertise for the interdepartmental Marine Security Working Group; leading a number of interdepartmental sub-committees to review the status of Canada's marine security system; providing policy analysis and developing Marine Security guidance on marine security matters; coordinating a strategic international approach for Canada's marine security programs in conjunction with partner departments and Transport Canada directorates; providing advice and support on international security matters; planning, developing and amending the Marine Transportation Security Regulations and other legal instruments to maintain and enhance the security of the marine components of the National Transportation system; developing the appropriate regulatory instruments, guidance and awareness material; ensuring that the development of instruments and policies are consistent with Treasury Board's "Smart Regulations" policy; and overseeing the harmonization of Canada's marine security regime with its international partners.

Rail and Urban Transit Security Directorate

The Rail and Transit Security Directorate is responsible for developing policies and programs to enhance rail and urban transit security. The Rail and Transit Security Directorate is responsible for Transit-Secure, a two-year \$80M contribution program to accelerate the implementation of immediate measures to enhance transit security. The primary focus is operators in Canada's six largest urban areas who are eligible to receive funding for high priority security projects including risk assessments; security plans; employee training programs; public awareness; and the

upgrade of security equipment such as access control technology and lighting. Operators in other communities are eligible for assistance to carry out risk assessments and to develop security plans. The Directorate is also responsible for strengthening Transport Canada's capacity to provide passenger rail and urban transit security leadership and expert assistance in the development of security assessments and plans, best practices and guidelines; enhancing information sharing networks; strengthening incident tracking and trend analysis; conducting technology research and development programs targeted to high-volume passenger transportation; and coordinating international and intergovernmental efforts on passenger rail and urban transit security.

Railway Safety Act Review Secretariat

The Minister of Transport announced a review of the Railway Safety Act in December 2006 and then appointed an independent Advisory Panel in February 2007. The Advisory Panel is supported by a Secretariat established within Transport Canada. The purpose of the Railway Safety Act Review is to further improve rail safety in Canada and promote a safety culture within the railway industry, while preserving and strengthening the vital role this industry plays in the Canadian economy. Canada last conducted an independent review of the Act in 1994 and amended it in 1999. The work of the Panel will help identify possible gaps in current powers within the Act and modernize the regulatory framework, ensuring that safety is preserved and improved. The Panel will also provide recommendations on any improvements to railway safety in Canada that may be identified during the course of the Review.

Rail Safety Directorate

The Rail Safety Directorate's mission is to develop and administer policies, regulations and services for the best railway transportation system. To accomplish this mission, the Directorate develops and implements standards and monitoring programs of railway infrastructure including tracks, bridges, trespassing (access control), road crossings, railway signal systems and wayside inspection systems; identifies crossing safety improvements under the Grade Crossing Improvement Program, the elimination of train whistling in communities, and ensures the conduct of environmental assessments as required; monitors railway operations and

conducts safety audits on railway, freight and passenger equipment: motive power, rail cars, train brakes and bulk storage installations on railway rights-of-way; administers the contingency planning process for rail emergencies; plans and develops data systems, analysis of trends, and establishes performance indicators for measuring program results; develops and revises regulations, policies, rules and standards; engages in research and development to improve public safety in transportation by rail; provides a public forum whereby railway safety issues and possible courses of action may be discussed; implements and maintains a national quality assurance program; delivers a Safety Management System compliance-monitoring program; and designs and delivers technical and regulatory training for Railway Safety Inspectors through the National Training Program.

Road Safety and Motor Vehicle Regulation Directorate

The mandate of the Road Safety and Motor Vehicle Regulation Directorate is to reduce the number of deaths, injuries, damage to health, property and the environment, resulting from the use of motor vehicles in Canada. The directorate is responsible for developing and enforcing safety standards for motor vehicles, tires and child restraints; enforcing the Motor Vehicle Safety Act and Regulations as they apply to the manufacture and importation of vehicles, tires and child restraints; investigating public complaints on alleged safety related defects and the monitoring of recalls in Canada; regulating the safe operation of extra-provincial bus and truck undertakings; providing national leadership for the Road Safety Vision 2010 initiative, which is supported by all levels of government in Canada, aimed at making Canada's roads the safest in the world; collecting and analyzing collision statistics; developing and implementing Road Safety's collision investigations program, including directed studies and special collision investigations; researching to identify national road safety improvement opportunities in the areas of vehicle, user and road infrastructure; providing national road safety information to stakeholders and the public; developing and implementing applied research programs dealing with motor vehicle safety and human performance; developing regulations, standards and associated test methods to improve the safety of vehicles as well as the safety of commercial operations, and to protect the health and environment of Canadians

from the harmful effects of motor vehicle use; developing road safety countermeasures; liaising with the Motor Vehicle Test Centre; and participating in co-operative federal/provincial/territorial road safety programs.

Security and Emergency Preparedness Directorate

Transport Canada is the lead in the Canadian federal government for transportation security. Within Transport Canada, the Security and Emergency Preparedness Directorate works to safeguard the integrity and security of the national transportation system and provides an effective emergency preparedness capacity. With respect to aviation security, Security and Emergency Preparedness works across the Canadian federal government, and with industry and other countries, to promote the security of Canada's aviation system, uphold public confidence, and promote an efficient and competitive aviation system. The Directorate acts as the emergency response centre for the Department and is the focal point to direct crises and emergencies, including a communications link to the Government Operations Centre and other government departments' response centers; administers the National Critical Infrastructure Assurance Program for Transport; provides assessments of tactical and strategic intelligence on threats to the transportation system; liaises with the Canadian Security and Intelligence Community, other institutions, in Canada, U.S. and other countries; manages personnel security screening and transportation security clearances to those individuals requiring access to classified information and/or restricted areas of transportation facilities; plans and develops regulations, standards and practices to maintain and enhance appropriate levels of security for multi-modal components of the National Transportation System (with the exception of Marine Security); provides regulatory guidance and interpretation; liaises with other countries and international organizations such as the International Civil Aviation Organization (ICAO); coordinates the federal government's security position on international air routes; provides tools for regional security inspectors to monitor and enforce legislative requirements for compliance; designs training programs in transportation security for the use of the transportation industry in aviation and rail; performs air carrier inspections at offshore destinations to ensure the integrity of the National Civil Aviation Security

Program; acts as the functional authority for Regional Directors, Transportation Security and Emergency Preparedness, to help industry achieve compliance with security legislation, and monitor the consistency of inspection and enforcement of the National Transportation System across the country; provides strategic direction and advice on transportation security policy issues (except in areas specific to the marine, rail and/or urban transit modes); develops and implements transportation security policy; manages the air cargo security requirements within the air cargo supply chain; provides leadership and strategic advice on advanced security technologies and equipment to enhance security in all modes of transportation; provides strategic advice to Canadian Air Transport Security Authority (CATSA) on governance issues; and coordinates the Department's international transportation security commitments, including the Counter Terrorism Capacity Building Program (CTCB), bilateral and multi-lateral transportation agreements such as the Security and Prosperity Partnership of North America (SPP), a trilateral initiative between Canada, Mexico and the United States.

Strategies and Integration Directorate

The Strategies and Integration Directorate serves as the focal point for coordinating and integrating horizontal issues across all of the Safety and Security Group and for providing leadership in strategic initiatives. The directorate is responsible for coordinating Safety and Security Group input for parliamentary, central agency and departmental planning and reporting requirements; developing support tools for integrating and enhancing frameworks for the Safety and Security Group; leading, coordinating and supporting management excellence initiatives and best practices for the Safety and Security Group; monitoring legislative and regulatory developments within the department, federally, nationally and internationally from a Safety and Security perspective; providing advice and guidance on opportunities and implications of horizontal legislative and regulatory issues, including the administration of related Memoranda of Understanding between TC and other Government Departments and Agencies; coordinating TC's work and position on cross-cutting files with a significant impact on Safety and Security, such as Northern Energy Development, Search and Rescue, Smart Regulations and Community of Federal Regulators; providing financial, human resource, and administration

services to the directorate, the Office of the Assistant Deputy Minister (ADM), the Associate ADM, and the Executive Services Secretariat; managing the Safety and Security Group Awards and Recognition Program; and providing communication services to clients in the Safety and Security Group and the directorate.

Transport Dangerous Goods Directorate

The Transport Dangerous Goods Directorate serves as the major source of regulatory development, information and guidance on dangerous goods transport for the public, industry and government. The Directorate administers the federal Transportation of Dangerous Goods (TDG) program to promote public safety in the transportation of dangerous goods throughout Canada; and coordinates federal, provincial, territorial activities to ensure consistent delivery of the program and facilitate interface between modes. The TDG program is also responsible for operating Canutec (Canadian Transport Emergency Centre), which is a 24-hour bilingual emergency response center for transportation accidents involving dangerous goods; co-producing the Emergency Response Guidebook; ensuring compliance with the TDG Act, 1992 and Regulations through national awareness, inspection, investigation, enforcement and "emergency response assistance plan" registration program; liaising with federal departments, the provinces, territories, US and international agencies; managing TC's attendance at accidents involving dangerous goods; providing training for designated TDG inspectors; developing and maintaining the TDG Act, 1992 and regulations in a manner consistent with international provincial and modal harmonization; representing Canada in United Nations TDG meetings; administering the federal Transportation of Dangerous Goods Act, 1992 and Regulations; representing Canada in NAFTA meetings; taking the lead in developing national and international standards for the manufacture, selection and use of dangerous goods transport containers and managing a container facility assessment and approvals program; issuing permits for equivalent level of safety when deviations from the regulations are warranted; applying risk management in a regulatory framework; evaluating the impact of regulations; undertaking research for the development of means of containment; developing tools and guidelines for inspectors and emergency responders; responding to Transportation Safety Boards documents; managing the design,

development and implementation of information systems; providing analyses, financial and human resource advice and administrative services; and coordinating the development and distribution of publications, including the Dangerous Goods Newsletter.

Regional Offices

Transport Canada activities that are handled in the regions include transportation policy advice and coordination; regulatory surveillance, inspection, licensing and certification; regulatory compliance and enforcement; and transportation safety promotion. The five regional headquarters are located in Vancouver, Winnipeg, Toronto, Montréal and Moncton. The offices apply Transport Canada's programs, policies and standards in their geographical area and are the central points of contact in each region for the department's stakeholders.

Information Holdings

Program Records

Communications Group

Communications Activities

Description: Information on the department's media/public relations, planning and assessment activities, internal communications, promotional activities, as well as other services that they provide.

Topics: Inquiries; media relations; news clippings; communication plans; public opinion research; internal communications; employee newsletters; exhibits and displays; audio-visual productions; special events; advertising; news releases; backgrounders; speeches; Federal Identity Program; directories; publishing/corporate publications; external and internal corporate Website.

Access: Files are arranged by subject and date.

Format: Paper files, electronic files, and EDP systems.

Program Record Number: DOT COM 010

Corporate Services Group

Audit and Advisory Services

Description: Objective assessments with the aim of improving the effectiveness and efficiency of operations, programs, systems, and management practices.

Topics: Internal audits and reviews that assess departmental programs, policies, systems and practices; Audit and Review Committee presentations and decision records.

Format: Hard copy.

Program Record Number: DOT ARE 320

Comprehensive Reviews

Description: Comprehensive reviews of the Department's activities and operations, including terms of reference for individual work-study packages, and Comprehensive Analysis of areas and issues not covered in work-study packages; three to five year Business Plan that implements the recommended changes as approved by the Steering Committee.

Topics: Phase I Review Projects: Management/Corporate Services, Communications, Safety and a first component of Security. Phase II Review: Policy, Programs and a second component of Security, Steering Committee decks, agendas and decision records.

Format: Paper, electronic and web site.

Program Record Number: DOT ADB 008

Crown Corporation Matters

Description: Policy advice to the Minister relating to Crown Corporation matters and horizontal issues impacting the Minister's portfolio.

Topics: Governance and strategic direction.

Access: Files are arranged by organization.

Format: Paper files and electronic files.

Program Record Number: DOT COD 065

Evaluations

Description: Evaluation studies of the relevance, success and cost-effectiveness of internal departmental programs, policies and initiatives.

Topics: Evaluation studies of policies and programs; Results-based Management and Accountability Frameworks (RMAFs); Results Frameworks.

Access: Files arranged by subject and project.

Format: Hard copy; evaluations on website.

Program Record Number: DOT ADE 001

Senior Management Conferences and Committees

Description: Information on all senior executive conferences and committees, including agendas and decision records.

Topics: Senior Management Conference, Transport Canada Executive Management Committee.

Format: Hard copy and electronic.

Program Record Number: DOT COD 015

Policy Group

Aboriginal Affairs

Description: Information on activities related to Aboriginal self-government and comprehensive claims; information related to the development of a department-wide process on Aboriginal consultation process.

Topics: Aboriginal Agreements and consultation; Aboriginal Issues Working Group; Federal Steering Committee on Self-government and Comprehensive claims.

Program Record Number: DOT ACC 003

Domestic Marine Policy

Description: Information on the development and implementation of government policy initiatives with respect to Canadian coasting trade, the national ports system, and the Great Lakes/St. Lawrence Seaway. Also, information on policies and programs for the administration of subsidies and operating agreements with ferry and coastal services.

Topics: Ports; Canada Marine Act (CMA); St. Lawrence Seaway; Great Lakes, St. Lawrence Seaway Study; Canada/U.S. bilateral arrangements (Seaway); Marine Industry Benefits Study; National Marine and Industrial Council; shortsea shipping; Coasting Trade Act; Canadian flag fleet; ferry and coastal services; ferry subsidies; ferry levels of service and tariffs; ferry terminals and vessels; Arctic shipping.

Access: Files arranged by subject or name of project or initiative.

Format: The report on the CMA review and copies of submissions are available on CD ROM and on the web.

Program Record Number: DOT PCM 280

Economic Analysis of All Modes of Transportation

Description: Statistics, forecasts economic analysis and economic research used for informed policy and planning decisions. Also, economic analysis that assesses and quantifies the economic impact of major transportation policy initiatives. Data collection initiatives and/or programs to develop a better understanding of the transportation industry within Canada.

Topics: Air passenger and cargo data; general aviation; Electronic Collection Air Transportation Statistics (ECATS); federally-regulated rail carrier data; trade data; marine data and trucking data; Canadian Vehicle Survey (CVS); National Road side (NRS) studies; forecasts of air passengers, revenues passenger-kilometres and aircraft movements.

Format: Hard copy and web site.

Program Record Number: DOT ACA 100

Environmental Policy

Description: Information on environmental policies, strategies and analytical work in the areas of sustainable development, climate change and economic analysis.

Topics: Sustainable Development; Sustainable Development Strategy (SDS); eco TRANSPORT Strategy; climate change; impacts and adaptation; the social environmental and economic costs of transportation; and economic modeling of transportation policy options.

Program Record Number: DOT AHE 001

Highways and Borders

Description: Information on policies, studies and funding of highways, impacts of border measures on the surface transportation sector and federal-provincial collaboration in highway and border infrastructure projects.

Topics: Highways and borders infrastructure.

Access: Files arranged by subject, name of project or highway, or geographical location.

Program Record Number: DOT DSH 255

Intelligent Transportation Systems (ITS)

Description: Information on policies, studies and programs for the planning, development and implementation of these systems.

Topics: ITS planning; ITS architecture and standards; ITS Research and Development; ITS deployment; ITS – Borders and Security; ITS funding; ITS partnerships; ITS industry.

Access: Files arranged by subject, name of project or initiative, organization or geographical location.

Program Record Number: DOT ITS 415

International Air Policy

Description: Information on the development and implementation of the government's international air policies including the negotiation of bilateral air transport agreements with foreign countries, and to international civil aviation matters.

Topics: Administration; air rights and air relations; agreements; negotiating mandates; international civil aviation and economic organizations; transport policy; airlines; airports and facilitation issues.

Access: Files arranged by subject, organization and country.

Program Record Number: DOT ACE 315

International and Intergovernmental Relations

Description: Information about activities associated with the Department's relations with foreign governments, international organizations, provincial-territorial governments.

Topics: Councils of Ministers and Deputy Ministers responsible for Transportation and Highway Safety; Organization for Economic Cooperation and Development (OECD), European Conference of Ministers of Transport (ECMT), European Economic Commission (ECE), United Nations Conference on Trade and Development (UNCTAD), Asia-Pacific Economic Cooperation (APEC), Western Hemisphere Transportation Initiative (WHTI).

Access: By subject and committee.

Program Record Number: DOT ACC 001

International Marine Policy

Description: Information on the development and implementation of government policy initiatives with respect to international marine transportation services in the areas of marine liability, marine and aviation war risks insurance; and liner shipping. Also, information on the development and implementation of bilateral agreements on maritime transportation and multi-lateral maritime agreements, developed under the auspices of various intergovernmental organizations.

Topics: Marine Liability Act; Marine and Aviation War Risks Act; Shipping Conference Exemption Act 1987; International Maritime Organization (IMO) Legal Committee; International Oil Pollution Compensation Fund (IOPC); United Nations Commission on International Trade Law (UNCITRAL); Asia-Pacific Economic Cooperation (APEC) Transportation Working Group (TPTWG), Maritime Experts Group (MEG); North American Treaty Organization (NATO) and the World Trade Organization (WTO).

Access: Files arranged by subject or name of committee; government; governmental department or agency; organization.

Program Record Number: DOT DRD 040

Legislation

Description: Information on all federal legislation for which the Minister of Transport, Infrastructure and Communities is responsible or shares responsibility.

Topics: Background Papers, Memoranda to Cabinet; draft Bills presented to Parliament; regulations, orders, proclamations, Governor in Council submissions.

Program Record Number: DOT ACK 006

National Air Services Policy

Description: Information on the development of government policy initiatives on national air services.

Topics: Economic regulatory framework for air carriers (including inter alia Canadian ownership and control requirements, airline mergers and acquisitions, financial requirements for air carriers wet leasing, general aviation), International trade and investment policy in relation to air services, e.g. Capetown Convention; regulation of computer reservations systems; Legislation: Canada Transportation Act, Air Canada Public Participation Act.

Access: Files arranged by subject and organization.

Program Record Number: DOT ACE 310

National Airports and Air Navigation Services Policy

Description: Information on the development of policy frameworks, legislation and issues affecting the airports and air navigation services in Canada.

Topics: Analysis of legislative and regulatory issues affecting Canadian airports and NAV CANADA; oversight and monitoring of airport policy issues; analysis of economic issues affecting airports (including governance, charging principles, Crown rent policy, ancillary activities) and air navigation services (NAV CANADA non-technical issues); International Civil Aviation Organization Airport and Air Navigation Services Economic Panels and related issues.

Access: Files arranged by subject, airports and organizations.

Program Record Number: DOT ACE 316

Parliamentary Matters

Description: Information on written and oral questions in Parliament; information required by Parliament, its committees, or other government institutions.

Topics: Order Paper questions and petitions; Question Period; government and private members' bills; motions for the production of papers; parliamentary committees; tabling of reports and returns.

Program Record Number: DOT ACK 007

Railway Policy

Description: Information on policies, programs and legislation relating to railway freight and passenger services.

Topics: Branch lines; buildings; capacity; commuter rail; containers; contribution agreements; corridors; disabilities; environment; finance; freight; gateways; grain; grain dependent branch lines; subsidies; hopper cars; labour; lands; legislation; main lines; maintenance; operations; operators; passenger; rail operations; rates; regulations; remote services;

revenue cap; rights-of-way; routes; running rights; service; shortlines; stations; tariffs; terminals; traffic and transit.

Format: Hard copy and electronic.

Program Record Number: DOT DSH 290

Strategic Policy Direction and Development

Description: Information on departmental strategic planning process and corporate priorities.

Topics: Strategic planning processes; transportation skills development initiatives; Transport, Infrastructure and Communities portfolio; gateways and trade corridors; research and development reports; policy research studies; Cabinet and Parliamentary Affairs.

Program Record Number: DOT ACK 005

Trade Negotiations

Description: Information on transportation aspects of international free trade negotiations.

Topics: World Trade Organization; bilateral and regional free trade negotiations.

Access: By subject.

Program Record Number: DOT ACC 002

Transportation of Persons with Disabilities

Description: Information on activities related to the implementation of the federal policy on transportation of persons with disabilities and seniors; research, development and demonstration; Minister's Advisory Committee on Accessible Transportation.

Topics: Transportation of persons with disabilities and seniors; research, development and demonstration; public education; 11th International Conference on Mobility and Transport for Elderly and Disabled Persons (TRANSED 2007) and the Security and Prosperity Partnership (SPP).

Access: By subject and committee.

Program Record Number: DOT ACC 004

Urban, Intermodalism and Motor Carriers

Description: Information on urban transportation, transportation gateway and corridors intermodalism, interprovincial and international motor carrier (truck and bus) industry, and intergovernmental relations both federal-provincial and international.

Topics: Urban transportation, intermodalism, gateways and trade corridors, commercial trucking, intercity and charter bus transportation, federal and provincial regulations, laws and studies.

Access: Files arranged by subject, name of committee, organization.

Program Record Number: DOT DTS 276

Windsor-Detroit Gateway

Description: Information on policies, studies and funding for the planning, development and implementation of a new Detroit River Crossing.

Topics: Detroit-Windsor Tunnel, Detroit River International Crossing (DRIC) environmental assessment study, governance, funding, public-private partnerships.

Access: Files arranged by subject and date.

Program Record Number: DOT DSH 291

Programs Group

Airports and Ports

Description: Information on airport transfers, lease management and NAV CANADA, and on the establishment, administration, development, operation and maintenance of public ports and port facilities, including the establishment and collection of user charges.

Topics: Operation of residual Transport Canada (TC) airports; monitoring of transferred National Airport System (NAS) airports; lease administration for NAS airports; Airports Capital Assistance Program; NAV CANADA issues; facilities; studies; harbours and ports, harbour masters; property records; rules and regulations; tariffs and fees.

Access: By subject and geographic name of port or port facility.

Format: EDP systems, hardcopy, RDIMS, RIMS and Website.

Program Record Number: DOT APH 001

Environment

Description: Information on environmental practices, standards and programs.

Topics: Sustainable Development; Sustainable Development Strategy (SDS); Environmental Management Systems (EMS); sustainable transportation programs, including the ecoMOBILITY, ecoTECHNOLOGY for vehicles, ecoFREIGHT, Green Commute, Transit Pass Program, Moving On Sustainable Transportation (MOST), Fuel Consumption Program (FCP), and the Urban Transportation Showcase Program (UTSP); climate change; active transportation; alternative fuels and additives; transit; vehicle efficiency; environmental protection; environmental assessment; Strategic Environmental Assessment (SEA); contaminated sites remediation and risk management; air emissions including smog, greenhouse gases and ozone depleting substances; water quality including aircraft/runway de-icing, waste management, environmental emergencies; audits; real property assets.

Format: Hard copy and web site.

Program Record Number: DOT DEA 043

Surface

Description: Information on Canadian bridges and tunnels, Trans-Canada Highway, Strategic Highway Infrastructure Program, World Road Congress (Canadian National Committee – Permanent International Association of Road Congress, CNC-PIARC), Canadian Strategic Infrastructure Fund, Border Infrastructure Fund.

Topics: Highway and transit contribution agreements; international/inter-provincial/provincial bridge structures; Confederation Bridge Operation Agreements; Managed Asset Agreement/Management; Operation and Maintenance Agreement with the St. Lawrence Seaway Management Corporation; CNC-PIARC list of members; committees and Canadian road companies.

Format: Hard copy and web site.

Program Record Number: DOT PEH 100

Safety and Security Group

Air Transportation Security

Description: Information on airport and air carrier security.

Topics: Restricted areas; passenger screening; air carriers; airports; legislation; regulations; policies; agreements; procedures; ICAO; security programs; security technology; inspections; enforcement.

Access: Files arranged by subject, name of airport, class of air carrier (i.e. domestic or foreign).

Format: Paper, Electronic (RDIMS), EDP Systems.

Program Record Number: DOT ABS 120

Aircraft Operations

Description: Information on types of aircraft operated by the Department of Transport.

Topics: Flight Operations; Technical Services; Quality Assurance.

Program Record Number: DOT AAA 090

Airworthiness of Civil Aeronautical Products

Description: Information on aircraft, types and specifications, tests and approval of aeronautical products.

Topics: Type of aircraft; type of engine; material and equipment.

Access: Files are arranged by individual company and aeronautical product.

Program Record Number: DOT DAB 110

Approvals of Appliances and Equipment

Description: Information on the testing and approval of vessels' appliances and equipment.

Topics: Engines; boilers; machinery; fire protection equipment; pollution prevention equipment; lifesaving equipment and materials used in construction of ships.

Access: Files arranged by subject matter.

Format: Microfilm, paper records, and EDP systems.

Program Record Number: DOT MSS 225

Aviation Regulations

Description: Information on the development or amendment of Canadian regulations, standards and policies governing Civil Aviation in Canada, including public consultation processes concerning proposed legislation.

Topics: Canadian Aviation Regulations and associated standards; Aeronautics Act; documentation related to consultation processes.

Access: Files arranged by subject and enforcement case.

Program Record Number: DOT DEL 365

Civil Aviation Medicine

Description: Information on airline associations, organizations, regional medical officers, medical examiners, standards, examinations, research, medical records of civil aviation personnel.

Topics: First aid kits; flight time limitation and fatigue; regional medical officers and examiners; medical equipment; medical records of civil aviation personnel.

Access: Files arranged by subject and name.

Format: EDP systems and microfilm.

Program Record Number: DOT DAM 130

Civil Aviation Operations

Description: Information on the oversight of all Canadian airports, aerodromes, air navigation services provider, air operators, licensed pilots, approved maintenance engineers and organization, aircraft traffic controllers, flight clubs, flight schools and foreign air operators operating in Canada.

Topics: Examination and certification documentation; oversight activity reports; enforcement cases and rulings.

Access: Files arranged by subject, organization name, geographical location and/or enforcement case.

Program Record Number: DOT DEL 125

Civil Aviation Safety Program

Description: Information on the strategic planning and management of the Civil Aviation Safety Program.

Topics: Civil Aviation high profile issues; Integrated Management System; Quality Assurance Program; Safety Intelligence; guidance

for managing risk; publications; training for Civil Aviation employees.

Access: Files arranged by subject and project.

Program Record Number: DOT DSP 115

Control of Domestic and Foreign Vessels

Description: Information on the registration of vessels other than small pleasure craft, safety inspections of vessels, plan approvals, tonnage measurement, inspection reports, certificates, penalties, including National shipping policies, ports, pilotage, and marine services policies, related agreements, regulations, procedures, and international policies.

Topics: Ports of registry, vessels registered and licensed, vessels and their plans, appointment of tonnage measurers and related agreements, load lines, tackle, board decisions, inspection reports, small vessels, high speed craft, air cushion vehicles, classification societies, Port State Control, radio and equipment used on a vessel, Coasting trade, freight movements, commodities, marine irregularities, port traffic, explosives and dangerous goods, regulations, policies, and procedures.

Access: Files arranged by subject and by names of vessels.

Format: Paper, Electronic (RDIMS) and EDP systems.

Program Record Number: DOT MPC 210

Emergency Planning and Operations

Description: Information on Department of Transport Emergency planning.

Topics: North Atlantic Treaty Organization (NATO) Transportation Planning Boards and Committees, Emergency Exercises; international consultations; Situation Centre; plans; agreements.

Access: Files arranged by subject.

Format: Paper, Electronic (RDIMS), EDP Systems.

Program Record Number: DOT ABS 340

Marine Conferences and Committees

Description: Information related to coordination of conferences such as the Canadian Marine Advisory Council (CMAC) through the CMAC Secretariat, chaired by senior members of Transport Canada, Safety and Security. Information related to liaison with international bodies including the International Labour Organization (ILO), the International Maritime Organization (IMO) and other UN related agencies re: meetings, conferences and working groups on International Oil Pollution Compensation Fund, Offshore Platform Removal and Marine Environmental Protection.

Topics: IMO-Marine Safety Committee (MSC), Marine Environmental Protection Committee (MEPC), Assembly, Bulk Liquids and Gases (BLG) Committee, council, etc; CMAC-Standing Committee on Fishing Vessel Safety, Standing Committee on Personnel, National Meetings.
Access: Files arranged by committee.
Format: Paper, electronic (RDIMS), EDP system.
Program Record Number: DOT COD 017

Marine Security

Description: Information on marine security.
Topics: Ship and port security; Canadian and international marine security initiatives; International Maritime Organization technical security measures.
Access: Files arranged by subject, name of port.
Format: Paper, Electronic (RDIMS), EDP Systems.
Program Record Number: DOT ABS 335

Navigable Waters – Protection and Obstructions

Description: Information on policies, regulations, applications and approvals for industrial and other construction plans affecting navigable waters, including information on obstructions in navigable waters.
Note: Transferred from DFO.
Topics: Protection of and obstruction in navigable waters, wrecks and derelicts.
Access: Files arranged by subject, individuals or companies, waterway, geographic location, type of building or work, type of obstruction or names of derelicts or wrecked vessels.
Format: Microfilm, paper records, computerized data bank, lists and files.
Program Record Number: DOT MAW 160

Navigation and Seamanship

Description: Information on navigation (pleasure craft and commercial vessels) and seamanship.
Note: Transferred from DFO.
Topics: Navigation, seamanship, collision regulations, speed of vessels, anchorages, schools, apparatus and equipment.
Access: Files arranged by subject.
Format: Paper records, electronic (RDIMS).
Program Record Number: DOT MSS 205

Pleasure Craft Safety

Description: Information, regulations, standards, and procedures, including pleasure craft licensing, inspection, capacity/conformity labels, and operator competency and personal flotation devices and information for foreign visitors.
Note: Transferred from DFO.

Topics: Construction Standards for Small Vessels; capacity and conformity labels; Safe Boating Guide; Accredited course providers, and various safety pamphlets and materials.

Access: Files arranged by subject.

Program Record Number: DOT MBS 204

Pollution

Description: Information on rules, regulations and policies for the prevention of vessel pollution in inland waters and at sea.

Note: Transferred from DFO.

Topics: Rules; regulations; policies.

Access: Files arranged by subject.

Format: Paper, electronic (RDIMS).

Program Record Number: DOT MSS 250

Rail Safety

Description: Information related to the management of the national Rail Safety Program policy development, rules, regulations, standards and their enforcement.

Topics: Railway safety regulations; rules; standards; operations control; engineering; equipment; research and development; railway grade crossings; safety management systems of federally regulated railway companies.

Access: Files arranged by subject.

Format: Paper, Electronic (RDIMS), EDP System.

Program Record Number: DOT DRS 295

Rail Security

Description: Information on railway security.

Topics: Railway security; legislation and agreements.

Access: Files arranged by subject.

Format: Paper, Electronic (RDIMS), EDP Systems.

Program Record Number: DOT DRS 300

Railway Safety Act Review

Description: Documents related to the Review of the Railway Safety Act.

Topics: Railway safety; legislation and agreements, Public Consultations, Bilateral meetings with stakeholders.

Access: Files arranged by subject.

Format: Paper and Electronic.

Program Record Number: DOT AAD 002

Road Safety and Motor Vehicle Regulation

Description: Information on road and motor vehicle safety, commercial vehicle safety, research and development of countermeasures, engineering development and enforcement of safety regulations, and liaison with the Motor Vehicle Test Centre.

Topics: Road safety and motor vehicle and commercial carrier regulation; countermeasures

development; collision and defect investigations; public information and complaints; vehicle importation; recall campaigns; motor vehicle engineering and safety standards; motor vehicle and commercial carrier safety rules and regulations; Motor Vehicle Test Centre; compliance auditing and testing; national and international organizations and associations dealing with road and vehicle safety; and road safety data.

Access: Files arranged by subject, project, company and safety standard.

Format: EDP systems, test film, microfilm, and videotape.

Program Record Number: DOT DTS 275

Safe Carriage of Cargo (Loading)

Description: Information on rules and regulations concerning the handling and stowage of ships' cargoes and containers, the appointment of inspectors and port wardens, and the carriage of dangerous goods.

Topics: Rules and regulations; reports and returns; appointments of inspectors and port wardens; explosives and dangerous goods.

Access: Files arranged by subject and names of ships.

Format: Paper records and electronic (RDIMS).

Program Record Number: DOT MSS 195

Security – General

Description: Information on security programs.

Topics: Training; intelligence; security; agreements; evaluations; incidents; clearances.

Access: Files arranged by subject.

Format: Paper, Electronic (RDIMS), EDP Systems.

Program Record Number: DOT ABS 345

Ships' Officers and Seafarers

Description: Information on the qualification and certification of ships' officers and seafarers.

Topics: Masters and mates; engineers and ratings; discharge books; seafarers identity documents; shipping masters; examinations; certificates; welfare and discipline; exemptions and clearance of vessels.

Access: Files arranged by subject and names of ships' officers. Seafarer's files are arranged in alphabetical order on hard copy. Information held in Automated Certification and Examination System (ACES) on qualifications of ships' officers and issuance of discharge books and Competency Certificate Issuing System.

Format: EDP systems.

Program Record Number: DOT MSS 200

Strategies and Integration – General

Description: Information on strategic initiatives and management practices, and operational and program administration, at the Safety and Security Group and the directorate level.

Topics: Strategies; initiatives; management; awards; recognition; accountability; framework; model; regulation.

Access: Files arranged by branch and subjects.

Format: Paper, Electronic (RDIMS and local LAN), CDs.

Program Record Number: DOT AAZ 001

Transport Dangerous Goods

Description: Information on policies and practices; regulations, engineering and safety standards; compliance; emergency response measures; Canutec; international, provincial and modal harmonization; management information systems; and administrative matters relating to the handling, offering for transport and transporting of dangerous goods.

Topics: Transportation of Dangerous Goods Act, 1992 and Regulations; dangerous goods and their characteristics; national and international standards for the manufacture, selection and use of means of containment (MOC); facility and MOC assessment and approvals; nature and application of permits for equivalent level of safety; inspection, investigation and enforcement of regulations; training and certification of inspectors; emergency response assistance plans; guidelines and advisory notices; awareness and information; 24 hour emergency response center – Canutec; Emergency Response Guidebook; evaluation, analysis, performance measures and risk assessments; research and development; Transportation Safety Board documents; accident and inspection data; databases; liaison and agreements (including memoranda of understanding); committees; TDG General Policy Advisory Council and the Federal-Provincial/Territorial TDG Task Force.

Access: Files arranged by subject.

Format: Paper, Electronic (RDIMS) and EDP System.

Program Record Number: DOT TDG 035

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Hospitality

Proactive Disclosure

Relocation

Travel

Particular Personal Information Banks

Communications Group

Client Feedback Tracking System

Description: This bank describes information about individuals, organizations/businesses and government employees who have submitted comments or questions using the electronic feedback form on Transport Canada's Internet/Intranet sites; the responses to such comments/questions and any other information relevant to the processing of these comments/questions. The type of personal information collected includes the names and e-mail addresses of individuals, either as private citizens or as representatives of organizations and businesses or government, as well as the mailing addresses of same when printed material is requested.

Class of Individuals: General public, representatives of organizations/businesses and government employees.

Purpose: This information is compiled in order to process the comments/questions received and to track responses. In addition, the information is made available to Transport Canada personnel for the purpose of improving response turnaround times and the information assets available on Transport Canada's website.

Consistent Uses: This information may be used to provide reports on this program to senior management. The information may also be used for research, planning, audit and evaluation purposes.

Retention and Disposal Standards: The records are retained for three years after the last action is performed on the client's request and then destroyed.

RDA Number: 98/001

Related PR#: DOT COM 010

TBS Registration: 004250

Bank Number: DOT PPU 079

Consultation

Description: This bank contains the comments of members of the general public. Names and e-mail addresses of these individuals, if provided, are also contained within the bank. The provision of identifying information is not required. Comments, opinions and questions may shape the administration of programs/services.

Class of Individuals: General public.

Purpose: This information is compiled in order to obtain the opinions of the public regarding various departmental initiatives.

Consistent Uses: Various members of the department who are responsible for the coordination of consultations may use the aggregate information for purposes related to planning and policy development.

Retention and Disposal Standards: Two years after last administrative action and then destroyed.

RDA Number: 98/001

Related PR#: DOT COM 010

TBS Registration: 005097

Bank Number: DOT PPU 080

Course/Conference or Special Event Registration

Description: This bank contains the names and contact information of individuals who have registered for courses, conferences and special events. Contact information may include some or all of the following: mailing address; physical address; e-mail address; telephone and/or fax number. This bank may also include personal information required to establish parameters for the provision of hospitality, i.e. allergy sensitivity, and related preferences.

Class of Individuals: General public and employees.

Purpose: This information is compiled in order to process registrations and administer courses, conferences and events. In addition, the information may be used to supply clientele with materials related to the above courses, conferences and events.

Consistent Uses: Various members of the department who are responsible for the administration of courses, conferences and events may use the aggregate information for purposes related to planning.

Retention and Disposal Standards: Two years after last administrative action and then destroyed.

RDA Number: 98/005

Related PR#: DOT COM 015

TBS Registration: 005074

Bank Number: DOT PPU 053

Purchase or Subscription

Description: This bank contains the names and contact information of individuals who wish to make a purchase or create/maintain a subscription for an electronic or hard copy product. Contact information may include some or all of the following: mailing address; physical address; e-mail address; telephone and/or fax number.

Class of Individuals: General public, transportation stakeholders, members of the media and employees.

Purpose: This information is compiled in order to process purchase requests or requests for the creation or maintenance of a subscription.

Consistent Uses: Various members of the department who are responsible for the administration of purchases and subscriptions will use the information for the purposes of planning new products or conversion schedules of hard copy products.

Retention and Disposal Standards: Two years after last administrative decision and then destroyed.

RDA Number: 98/001

Related PR#: DOT COM 010

TBS Registration: 005075

Bank Number: DOT PPU 056

Corporate Services Group

Automated Label Processing System (ALPS)

Description: This bank contains the names and addresses of individuals who receive printed information and documents issued or distributed by officials of the Department. Also included is a listing of publications distributed via ALPS.

Class of Individuals: The information relates to departmental employees and the general public.

Purpose: The purpose of this bank is to distribute information according to the individual's interest. A specific mailing list may on occasion be shared with another organization within the Department in response to a specific request.

Consistent Uses: The list is used to distribute information.

Retention and Disposal Standards: The lists are updated periodically and are retained indefinitely.

RDA Number: 98/001

Related PR#: DOT COM 010

TBS Registration: 003373

Bank Number: DOT PPU 083

Human Rights – Complaints

Description: This central bank is under the control of the departmental Staff Relations Division. The files contain copies of all documents related to

the Canadian Human Rights Commission (CHRC) complaint process, i.e. from the Complaint Form through to the final CHRC decision or Terms of Settlement.

Class of Individuals: General public and employees.

Purpose: This bank maintains records of complaints made against the Department of Transport to the Canadian Human Rights Commission.

Consistent Uses: Research, planning, evaluation and statistical purposes.

Retention and Disposal Standards: Two years after last action and then transferred to National Archives.

RDA Number: 83/004

Related PR#: PRN 926

TBS Registration: 001592

Bank Number: DOT PPU 070

Information Disclosures to Investigative Bodies

Description: This bank contains copies of requests for disclosure of personal information and replies to federal investigative bodies as listed in Schedule II of the Privacy Act under paragraph 8(2)(e) of the same Act. This bank also contains information related to the processing of those requests. It is used to verify the conditions of disclosure to federal law enforcement bodies which are stated in paragraph 8(2)(e) of the Privacy Act, and to report to Parliament on the number of such requests received annually.

Class of Individuals: Individuals about whom requests for their personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act, from federal investigative bodies for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation.

Purpose: The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province or for carrying out a lawful investigation.

Consistent Uses: The information is used to help investigative bodies fulfill their mandate.

Retention and Disposal Standards: Two years after last action and then destroyed.

RDA Number: 98/001

Related PR#: ENV CPS 010

TBS Registration: 002326

Bank Number: DOT PPU 068

Oracle 11i

Description: This system is the department's primary repository of financial and materiel

management information. It is used as a comprehensive source of financial and contractual reporting to central agencies (e.g. Public Works and Government Services Canada, the Canada Revenue Agency and the Office of the Auditor General of Canada) as well as to provide functional experts, Internal Audit and managers throughout the department with a timely, integrated source of financial and materiel management information. The system also provides self-service access to external clients for the purposes of: purchasing and paying for Transport Canada goods and services; viewing account details, and updating personal information. Personal information contained within the system includes: names and contact information of individuals; credit card numbers; bank account numbers; social insurance numbers (SIN) for individuals contracted for professional services; personal record identifiers (PRI); classification and compensation information and financial transaction information. Personal information collected using self-service functionality is protected through the use of secure socket layer technology. Sensitive personal information stored within the databank is protected through the use of appropriate encryption technologies.

Class of Individuals: Employees; other government departments; other government organizations; and private organizations and the general public doing business with Transport Canada.

Purpose: The system provides an integrated source of financial and materiel management information on the department's programs and activities and provides online services to Transport Canada's external stakeholders. The information in this bank is used internally for financial management purposes. The information may also be used for research, planning, audit and evaluation purposes.

Consistent Uses: Other uses may include the sharing of some information with Public Works and Government Services Canada, the Canada Revenue Agency and the Office of the Auditor General of Canada.

Retention and Disposal Standards: Files are retained for seven years and then destroyed.

RDA Number: 99/003 and 99/004

Related PR#: PRN 914

TBS Registration: 003372

Bank Number: DOT PPU 078

Safety and Security Group

Air Cushion Vehicle Personnel Certification

Description: These files contain records of information related to the certification of crewmembers or engineers for employment on Air Cushion Vehicles granted in accordance with Part IV of Air Regulations. It contains names, dates of birth, technical education and qualifications of applicants, examination results and departmental certificates issued.

Class of Individuals: All persons who have applied for certification as an Air Cushion Vehicle crewmember or engineer.

Purpose: To provide documentation confirming that applicants are appropriately qualified, and certificated, in accordance with departmental requirements.

Consistent Uses: To authenticate decisions relating to examination requirements and to provide a record of an individual's career progress. Normally, the information is only released to the individual or to his/her employer. This information is provided to the Transportation Safety Board of Canada (TSB) when they are conducting an investigation into a marine occurrence.

Retention and Disposal Standards: Two years following the individual's death and then destroyed.

RDA Number: 98/010 and 77/018

Related PR#: DOT MSS 240

TBS Registration: 002302

Bank Number: DOT PPU 039

Aircraft

Description: This bank contains the names, addresses, and telephone and fax numbers of current and previous registered owners of aircraft registered in Canada. Copies of the following are found on the aircraft file: completed application forms for the registration and leasing of aircraft; legal documents which show eligibility of applicant to be the registered owner of a Canadian aircraft (IMM1000 form; articles of incorporation, etc.); legal documents which show legal custody and control; i.e., bills of sale, lease agreements, last will and testaments, divorce decrees; Certificates of Registration, Leasing Authorizations and Advisories; correspondence between Transport Canada and the owner in regard to matters concerning the registration of aircraft.

Class of Individuals: Current and previous registered owners of Canadian registered aircraft.

Purpose: This information is used for the registration and leasing of Canadian registered aircraft to eligible individuals or entities that have

custody and control of the aircraft. A register (Canadian Civil Aircraft Register) with the name and address of each registered owner is maintained and published by Regulation.

Consistent Uses: The Canadian Civil Aircraft Register is used extensively for the dissemination of safety information. The Canadian Civil Aircraft Register is accessible by the general public.

Retention and Disposal Standards: Microfilm five years after cancellation; forwarded to the National Archives of Canada.

RDA Number: 98/010

Related PR#: DOT DLC 100

TBS Registration: 001044

Bank Number: DOT PPU 010

Aircraft Maintenance Engineer System (AMES)

Description: This bank contains the names, addresses and licensing details on individual holders of civil aviation aircraft maintenance engineers.

Class of Individuals: Licensed civil aviation aircraft maintenance engineers and applicants for licenses.

Purpose: This bank is established to administer the issuance of aircraft maintenance engineer licenses. It is used to monitor and control the issuance of licenses.

Consistent Uses: The list is used to issue Transport Canada safety and information publications to these individuals.

Retention and Disposal Standards: Two years following the individual's death and then destroyed.

RDA Number: 98/010

Related PR#: DOT DEL 100

TBS Registration: 005184

Bank Number: DOT PPU 011

Airport Restricted Area Access Security Clearances

Description: This bank contains completed personal histories; briefs by the Canadian Security Intelligence Service (CSIS), fingerprint records criminal records; and correspondence related to the security clearances of individuals seeking restricted area passes for areas of airports.

Class of Individuals: Individuals seeking restricted area passes for airports.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriateness of granting an airport clearance for individuals as described above.

Consistent Uses: To comply with the requirement of the Airport Restricted Area Access Clearance Security Measures which prohibits the granting of restricted area passes without the applicant having

been granted an airport Security Clearance by the Minister of Transport.

Retention and Disposal Standards: Under review since RDA is not yet established.

RDA Number: Not yet established.

Related PR#: DOT ABS 120

TBS Registration: 002868

Bank Number: DOT PPU 093

Airside Vehicle Operators Permit

Description: The bank contains personal information, related employment, evaluated knowledge and skill tests and results, related permit and security clearance number, copy of the permit issued and site endorsement records.

Class of Individuals: All persons operating a vehicle without escort on that portion of an airport to which public access is normally restricted.

Purpose: This bank is established to identify the location where records are held and to administer, monitor and control the issuance of airside vehicle operators permits at Canadian airports.

Consistent Uses: Used in support of license, suspension/revocation/court action requiring supporting evidence about the licence.

Retention and Disposal Standards: Retain for two years after an employee's departure from the department and then destroyed.

RDA Number: 99/009

Related PR#: DOT DEL 125

TBS Registration: 001898

Bank Number: DOT PPU 085

Aviation Enforcement

Description: These files contain case histories of all individuals in enforcement actions.

Class of Individuals: Persons identified in enforcement actions, whether or not they are holders of Canadian aviation documents, and foreign nationals, whether they are license holders or not.

Purpose: This information is used in the development of enforcement policies and procedures, functional supervision and auditing of enforcement activities by regional offices, communication with other federal departments, including the Department of Justice and the RCMP concerning enforcement of Part I of the Aeronautics Act and its regulations and various related administrative functions and for statistical purposes.

Consistent Uses: To monitor, assess and enforce regulations to protect public safety.

Retention and Disposal Standards: Five years or less where regulated by law or policy.

RDA Number: 80/029 and 98/010

Related PR#: DOT DEL 125

TBS Registration: 001045

Bank Number: DOT PPU 015

Aviation Legislation Consultation

Description: This bank contains comments from the public on proposed aviation legislation received as a result of publication of proposed legislation in the Canada Gazette, Part I, or on a solicited or unsolicited basis.

Class of Individuals: General public.

Purpose: Comments are obtained for the purpose of developing aviation legislation that is as responsive as possible to the needs of the aviation community and the public. Furthermore, consistent with the procedures of the Canadian Aviation Regulation Advisory Council (CARAC), comments received following pre-publication in Canada Gazette, Part I and/or proposals for regulatory change may be brought to the responsible CARAC Technical Committee for consideration and development of regulatory recommendations.

Consistent Uses: To be used for reference and future consultation on various Acts.

Retention and Disposal Standards: Retained indefinitely.

RDA Number: 98/010

Related PR#: DOT DEL 365

TBS Registration: 002300

Bank Number: DOT PPU 016

Aviation Licensing Database

Description: It contains personal characteristics, aviation training reports, routine medical reports, skills, knowledge and licensing details on individual holders of civil aviation permits and licenses. Material on enforcement activities under the Aeronautics Act, and the Canadian Aviation Regulations (CARs) is also included, as well as occasional information related to enforcement under the Criminal Code. Pilot license numbers are listed for search and rescue purposes.

Class of Individuals: Air pilots, flight engineers, air traffic controllers, flight navigators, applicants for licences.

Purpose: This bank is established to administer the issuance of Canadian Aviation Personnel licenses. It is used to monitor and control the issuance of licenses and permits. The list is used to issue Transport Canada safety and information publications to these individuals.

Consistent Uses: Information on an individual's type of licence, ratings and validity date is released to the general public in response to a specific request.

Retention and Disposal Standards: Destroyed at the age of one hundred or when individual dies.

RDA Number: 98/010 and 80/029

Related PR#: DOT DEL 125

TBS Registration: 001043

Bank Number: DOT PPU 005

Aviation Occurrence Information Sources

Description: Information on operational occurrences within the National Civil Air Transportation System. These banks contain the following information (when possible): occurrence type, date, location, event information, a narrative of the occurrence, aircraft make and model, aircraft operator and/or owner, number of fatalities, aerodrome information, TSB number and class of investigation, flight number, aircraft category, year aircraft was built, gear type, damage to aircraft, operator type, and aircraft registration.

Class of Individuals: The aviation industry and other individuals of the general public.

Purpose: This information is used to provide senior management with timely information concerning operational occurrences within the National Civil Air Transportation System (NCATS). It is intended to supplement, not replace, normal operational and functional reporting systems and investigation procedures. a) Information from the Civil Aviation Daily Occurrence Reporting System (CADORS) is used in the early identification of potential hazards and system deficiencies, and to assist in the assessment of associated risks. Information contained in these reports is of a preliminary nature. This information may be used or lead to enforcement action under the Aeronautics Act. b) Aviation Incident Reports (AIRs) are used to notify senior management of occurrences in a timely manner. Information contained in these reports is of a preliminary nature. c) Aviation Occurrences Reports (AORs) are produced by NAV Canada to fulfill their reporting requirements to Transport Canada and are used as a source of raw data to be entered into CADORS or to issue AIRs. Information contained in these reports is of a preliminary nature. d) Web based reports provide an additional source of occurrence information from airports and the public, and are used for the identification of hazards and safety deficiencies. This is a voluntary system and information contained in these reports is of a preliminary nature.

Consistent Uses: a) CADORS is used extensively within Transport Canada, the Transportation Safety Board, NAV Canada, Department of National Defence (DND) and Royal Canadian Mounted

Police (RCMP) for the identification of hazards and safety deficiencies. b) AIRs are used to provide initial information on aviation occurrences to TC senior management and other concerned departments (DND, Solicitor General (SOLGEN)) or aviation authorities and foreign governments.

Retention and Disposal Standards: Twenty years after concluded – then transfer to Library and Archives Canada.

RDA Number: 98/010

Related PR#: DOT DEL 125

TBS Registration: 005336

Bank Number: DOT PPU 014

Boating Safety Infoline Database

Description: This bank contains the name and address of clients using the Coast Guard toll free boating safety infoline.

Note: Transferred from DFO.

Class of Individuals: The Boating Safety Infoline clients are calling from all areas of the country and are part of the general public and the recreational boating community such as boaters, manufacturers, boating safety course providers.

Purpose: Clients request information on interpreting regulations and order safe boating materials. Client name, address and telephone and fax numbers are recorded to facilitate the return of calls and the distribution of boating safety materials and information.

Consistent Uses: The information is used by Canadian Coast Guard Office of Boating Safety only and records support statistical reports for the boating safety program.

Retention and Disposal Standards: Records are disposed of when orders for materials are completed.

RDA Number: 2000/05

Related PR#: DOT CCG 210

TBS Registration: 005016

Bank Number: DOT PPU 043

Certificates of Competency and Service as Engineer at Sea

Description: This bank is a record of information on all certificates of Competency as Engineers or service granted in accordance with section 115 of the Canada Shipping Act. It contains names, phone numbers, dates and places of birth, grades and classes of certificates, places of examination, and the dates of issue of certificates as issued to Canadian citizens, or permanent residents of Canada who passed the appropriate examinations.

Note: Section 115 of the Canada Shipping Act was repealed. This Personal Information Bank will be accessible until 2010.

Class of Individuals: All persons who have made application for, or who hold a certificate of competency or service as Engineer at Sea.

Purpose: The bank is used to confirm that an individual is qualified to act in a particular capacity on board a ship and to ascertain that the individual may be named in an exemption. The bank is also used to facilitate the replacement of a lost certificate, etc.

Consistent Uses: This information is provided to the Transportation Safety Board of Canada (TSB) when they are conducting an investigation into a marine occurrence.

Retention and Disposal Standards: Five years after last action and then destroyed.

RDA Number: 2001/12

Related PR#: DOT MSS 200

TBS Registration: 001899

Bank Number: DOT PPU 038

Certificates of Competency and Service as Master or Mate

Description: This bank is a record of information on all certificates of competency or service granted in accordance with section 110 of the Canada Shipping Act and to record information on all certificates issued pursuant to section 125 of the Act. It contains names, phone numbers, dates and places of birth, grades and classes of certificates with any endorsements, places of examination and dates of issue of certificates, for certificates issued to any Canadian or British subject or landed immigrant to Canada who has passed an examination for a certificate of competency as master or mate.

Class of Individuals: All persons who have made application for, or who hold a certificate of competency or service as master or mate on a Canadian ship.

Purpose: The bank is used to confirm that an individual is qualified to act in any particular capacity; to ascertain if an individual may be named in an exemption and to replace lost certificates.

Consistent Uses: This information is provided to the Transportation Safety Board of Canada (TSB) when they are conducting an investigation into a marine occurrence.

Retention and Disposal Standards: Two years after the individual's death and then destroyed.

RDA Number: 2001/12

Related PR#: DOT MSS 200

TBS Registration: 001048

Bank Number: DOT PPU 030

Certificates of Competency as a Marine Engineer

Description: This bank records information on the issue of marine engineer certificates as required by section 135 of the Canada Shipping Act. It contains names, phone numbers, dates and places of birth, grades, types, numbers and dates of issuance of the certificate granted for any Canadian or landed immigrant who has passed the appropriate examination and has been granted a marine engineer certificate of competency.

Class of Individuals: Canadian citizens, permanent residents of Canada and citizens of Commonwealth countries who wish to take Transport Canada marine engineering examinations.

Purpose: The bank is used to ascertain that an individual has been granted a specific marine engineer certificate.

Consistent Uses: This information is provided to the Transportation Safety Board of Canada when they are conducting an investigation into a marine occurrence.

Retention and Disposal Standards: Two years after the individual's death and then destroyed.

RDA Number: 2001/12 and 77/018

Related PR#: DOT MSS 200

TBS Registration: 001049

Bank Number: DOT PPU 035

Civil Aviation Medical Information System

Description: This database contains information on pilots, air traffic controllers and flight engineers. It contains full name, sex, date of birth, citizenship, address, home and office telephone numbers, and the date on which the databank was last updated. The type of license; i.e., Category 1, 2, 3 or 4, the medical assessment conclusion and the dates of tests are noted. It indicates when the license is next due and generic medical limitations. The database is linked to the distributed air personnel licensing system. It will also refer, through a file number, to hard copy charts containing license proficiency tests and basic medical examination reports.

Class of Individuals: Pilots, Air Traffic Controllers and Flight Engineers.

Purpose: Information is collected to establish that the individual meets the medical requirements for the certification of licensed aviation personnel.

Consistent Uses: The results of the individual's medical assessments are disclosed to Aviation Licensing to administer the issuance of aviation personnel licences.

Retention and Disposal Standards: Ten years and then forwarded to Library and Archives Canada.

RDA Number: 80/029 and 98

Related PR#: DOT DAM 130

TBS Registration: 001046

Bank Number: DOT PPU 020

Communications Centre Client Feedback Tracking System

Description: This bank contains the names, e-mail addresses, mailing addresses and telephone numbers of individuals who have made enquiries through the Civil Aviation Communications Centre 1-800 number or comments and questions using the feedback on the Civil Aviation Internet/Intranet sites, the responses to such enquiries and any other information relevant to the processing of the request.

Class of Individuals: The aviation community, the general public and Transport Canada employees.

Purpose: This information is compiled to process and track enquiries and responses and to assist Civil Aviation in improving its products and services.

Consistent Uses: The information is used by Civil Aviation management to improve service delivery and service standards to the general public and the aviation community.

Retention and Disposal Standards: Three years after last action and then destroyed.

RDA Number: 98/010

Related PR#: DOT DSP 115

TBS Registration: 005186

Bank Number: DOT PPU 036

Directed Studies

Description: These reports contain findings of collision investigations done to evaluate specific motor vehicle safety issues; e.g., air bag deployment crashes, moderately severe side impacts, collisions involving children, etc. Personal information relating to individuals involved in crashes includes age, gender, seat belt usage and injury details. Records may occasionally include photographs of collision-involved individuals and/or their injuries, witness statements, and autopsy reports.

Class of Individuals: All persons involved in such collisions (occupants and non-occupants).

Purpose: The intended use of all data is to evaluate the effectiveness of safety standards and to keep abreast of safety problems that may arise due to new technologies and the ever-changing road travel environment.

Consistent Uses: To use for statistical purposes.
Retention and Disposal Standard: Retained for continuous use – held indefinitely.

RDA Number: 97/019

Related PR#: DOT DTS 275

TBS Registration: 005337

Bank Number: DOT PPU 013

Level II Motor Vehicle Accident Data

Description: This bank contains information obtained through the process of motor vehicle collision investigations. Annually, approximately 1,000 collisions were randomly selected and investigated across Canada during the period 1982–1992 resulting in over 11,000 level II collision investigations. The data consists of 26 files of information for each collision investigated including vehicle type and damage. Driver, passenger and non-occupant condition (through interviews and police reports); personal injuries sustained (through interviews, police reports, hospital records and coroner information); vehicle defect information; safety devices in use; and, accident configuration data.

Class of Individuals: Persons involved in motor vehicle collisions (occupants and non-occupants).

Purpose: The intended use of the information is research into the causes of highway deaths and injuries to develop countermeasures for their prevention. This will not involve matching specific people with accident information.

Consistent Uses: Research and evaluation of data for preventions.

Retention and Disposal Standards: Retained for continuous use – held indefinitely.

RDA Number: 97/019

Related PR#: DOT DTS 275

TBS Registration: 002693

Bank Number: DOT PPU 090

Marine Occurrences and Hazardous Occurrences

Description: This bank contains reports on accidents and incidents related to commercial vessels and fishing vessels, as well as certain pleasure craft. Records concerning occupational safety and health reported as hazardous marine occurrences are also contained in the bank.

Class of Individuals: Non-government individuals involved in marine transportation occurrences.

Purpose: The purpose of the bank is for analysis related to marine safety, and risk management.

Consistent Uses: Compiling statistics, trend analysis, and measuring and assessing marine transportation risks.

Retention and Disposal Standards: Five years and then destroyed.

RDA Number: 2001/12

Related PR#: DOT MPC 210

TBS Registration: 003338

Bank Number: DOT PPU 048

Pleasure Craft Labels

Description: This bank contains the name and address of label holders.

Note: Transferred from DFO.

Class of Individuals: General public and Canadian and U.S. vessel manufacturers and their identification codes.

Purpose: The purpose of this bank is to issue capacity and conformity labels to pleasure craft owners and Canadian and U.S. pleasure craft manufacturers.

Consistent Uses: The information is presently used by Canadian Coast Guard Office of Boating Safety.

Retention and Disposal Standards: Under development.

RDA Number: 2001/012

Related PR#: DOT MBS 204

TBS Registration: 005015

Bank Number: DOT PPU 046

Pleasure Craft Licences

Description: This bank contains the name and address of the license holder, length, depth and weight of pleasure craft up to 20 tons gross tonnage, dating back to 1985. As of February 25, 2000, only pleasure craft up to 15 tons gross tonnage need to be licenced.

Note: Transferred from DFO.

Class of Individuals: Actual and previous owners of pleasure craft up to 15 tons gross tonnage.

Purpose: The purpose of this bank is to issue licences to and provide identification of owners of pleasure craft under the requirements of the Small Vessel Regulations. Licences are issued by the Canada Customs and Revenue Agency on behalf of the Canadian Coast Guard. The information may be used for the purpose of administering and enforcing the Small Vessel Regulations.

Consistent Uses: This bank is also used by federal, provincial and municipal agencies for enforcing various statutes and regulations and for conducting lawful investigations; for search and rescue; by police authorities for enforcing safety regulations and identifying stolen and missing property; by parties who submit a copy of a subpoena, warrant or court order; and by U.S. authorized enforcement agencies conducting investigations. Information held in the bank

may be disclosed to provincial tax authorities in accordance with federal-provincial agreements.

Retention and Disposal Standards: Under development.

RDA Number: 2001/012

Related PR#: DOT MBS 204

TBS Registration: 005319

Bank Number: DOT PPU 044

Records of Sea Service for Canadian Merchant Navy

Description: This bank contains individuals' names, dates and places of birth, record of vessels, and periods of service for Merchant Seafarers. The records maintained by Transport Canada cover the period commencing 1948 to present date. Records in Transport Canada are in constant use.

Class of Individuals: Canadian Merchant Seafarers.

Purpose: This bank is to record information on Canadian Seafarers in order to provide statements of sea service when required by seafarers and other departments.

Consistent Uses: Information verifying individual's sea service is released to the Seafarers International Union of the Department of Veterans Affairs upon request.

Retention and Disposal Standards: Fifteen years then transfer to Library and Archives Canada.

RDA Number: 2001/12 and 77/018

Related PR#: DOT MSS 200

TBS Registration: 001050

Bank Number: DOT PPU 040

Register of Ships

Description: This bank contains the names, addresses and citizenship of ship owners; and the names and addresses of mortgagors of ships. The bank also contains details on the ship, and on transfers of ownership, registrations and discharges of mortgages, etc. The Register may be inspected by any person for any reason. Copies of the Register may also be obtained. An annual List of Ships is published and may be purchased from Canada Communications Group.

Class of Individuals: Ship owners and ship mortgagees.

Purpose: The information is compiled to comply with section 7 of the Canada Shipping Act. The Register of Ships confers the right to fly the Canadian flag. Registered ships are entitled to the protection of the Crown and limitation of liability. The Register is a title system for ship ownership and registrations of mortgages.

Consistent Uses: To monitor the registry of ships.

Retention and Disposal Standards: Twenty years after register is cancelled and then transferred to Library and Archives Canada.

RDA Number: 2001/12 and 77/018

Related PR#: DOT MPC 210

TBS Registration: 002304

Bank Number: DOT PPU 041

Registry of Imported Vehicle

Description: This bank contains information about the importation of vehicles from the United States into Canada.

Class of Individuals: All persons importing vehicles from the United States into Canada.

Purpose: To ensure that imported vehicles comply with the Canada Motor Vehicle Safety Standards.

Consistent Uses: To monitor importation of vehicles.

Retention and Disposal Standards: Two years after last administrative action and then destroyed.

RDA Number: 97/099

Related PR#: DOT DTS 275

TBS Registration: 003938

Bank Number: DOT PPU 006

Special Motor Vehicle Collision Investigations

Description: These reports contain findings of studies done to evaluate new safety equipment; i.e., seat belt pretensioners, air bags and the potential hazard of collisions involving vehicles propelled by propane or natural gas; (as well as public concern over collisions involving special circumstances/user groups; e.g., school bus collisions, heavy truck collisions, etc). Personal information relating to individuals involved in crashes includes age, gender, seat belt usage and injury details. Records may occasionally include photographs of collision-involved individuals and/or their injuries, witness statements, and autopsy reports.

Class of Individuals: All persons involved in such collisions (occupants and non-occupants).

Purpose: The intended use of all data is to evaluate the effectiveness of safety standards and to keep abreast of safety problems that may arise due to new technologies and the ever-changing road travel environment.

Consistent Uses: To provide statistical information.

Retention and Disposal Standards: Retained for continuous use – held indefinitely.

RDA Number: 97/019

Related PR#: DOT DTS 275

TBS Registration: 002691

Bank Number: DOT PPU 092

TC Directory Plus (TCD)

Description: The TC Directory Plus (TCD) is an electronic directory of employees, students, consultants and agency personnel working for Transport Canada. Personal information captured in this system includes the name, business title, business address, telephone number, fax number, e-mail address, work location, PRI number (which is used to eliminate duplicate entries), generic employment status, position number, official position title (these last three fields are visible to only the individual and their manager) of the individual within the organizational structure. **Class of individuals:** Employees, students, consultants and agency personnel working for Transport Canada.

Purpose: The TCD is a web-based application that is the source of data that is sent to the Government Electronic Directory Service (GEDS) on a weekly basis, both the internal and external Transport Canada Web Site on a daily basis and the Transport Canada e-mail Global Address List (GAL) immediately. The Technology and Information Management Services Directorate (TIMSD) maintains the TCD application in order to provide a single point for individuals to make sure that their contact information is correct.

Consistent Uses: The TCD data is forwarded to Security Screening Section in order for that section to ensure that proper security screening has been performed before the individual's information is officially entered into the TCD. For consistent use purposes, the individual's name, title, business address, telephone number, fax number, and e-mail address are disclosed to, and publicly available through, the Government Electronic Directory Service (GEDS) found on the Government of Canada's website.

Retention and Disposal Standards: Data is retained for two years after an individual leaves the department and then destroyed.

RDA Number: 98/001

Related PR#: DOT COM 010

TBS Registration: 005852

Bank Number: DOT PPU 826

Transportation of Dangerous Goods (TDG) – Consultation/Contacts

Description: This bank contains reports and/or comments from the regulated community and the general public on proposed TDG policy or regulatory initiatives including their name, address, title, telephone number as well as other contacts related to dangerous goods activities. Canutec

retains in confidence all voice communications and written information.

Class of Individuals: Persons identified are contacts, interested parties or experts in the transport of dangerous goods.

Purpose: The TDG program captures the names of individuals who provide reports, such as; 30-day accident report, who are contacts for their companies, who are experts in their field, who contact Canutec in dangerous goods emergencies, and who provide comment on dangerous good initiatives. Personal information on individuals is retained to know whom to contact for additional action or information or who can provide appropriate advice in the event, for example, of an accident involving the dangerous goods. The information is collected on paper or electronically. Voice communications with Canutec in the event of an emergency are recorded on tape with a fraction of the calls generating an emergency report.

Consistent Uses: To assess and evaluate comments and information provided.

Retention and Disposal Standards: Information is retained for twenty years and then sent to Library and Archives Canada.

RDA Number: 98/001

Related PR#: DOT TDG 035

TBS Registration: 005339

Bank Number: DOT PPU 008

Transportation of Dangerous Goods (TDG) Emergency Response Assistance Plan (ERAP)

Description: This bank contains names of contacts, their business and address, title, telephone number as well as names of experts, their education, training, work experience related to emergency response assistance plans.

Class of Individuals: Persons identified in the ERAP are contacts or experts in the field of emergency response involving the transport of dangerous goods.

Purpose: Part 7 of the Transportation of Dangerous Goods Act 1992, requires that before a person offers for transport or imports certain dangerous goods, the person must have an approved Emergency Response Assistance Plan (ERAP). The intent of an ERAP is to provide on-site assistance to local authorities in the event of an accident involving the dangerous goods. The assistance provided could include the provision of emergency response advice, and the supply of specialized equipment or specially trained and qualified personnel to mitigate the effect of the dangerous goods at the accident site.

Consistent Uses: To have an inventory of contacts for ERAP.

Retention and Disposal Standards: Information is retained for twenty years and then sent to Library and Archives Canada.

RDA Number: 97/019

Related PR#: DOT TDG 035

TBS Registration: 005338

Bank Number: DOT PPU 009

Transportation of Dangerous Goods (TDG) Inspector/Design Reviewers

Description: This bank contains information on applicants to allow TDG to issue an inspector's certificate, and on in-shop inspectors and design reviewers of large and small means of containment related to the transport of dangerous goods. Information includes name and address, occupation, name and address of employer, education and experience related to the applicant's functions.

Class of Individuals: Federal, provincial, or territorial employees who meet the requirements for certification under Part XVI of the TDG Regulations as well as third party inspectors and reviewers involved with the means of containment program.

Purpose: Information on federal/provincial inspectors is required as per the TDG Act 1992 and Part XIII of the TDG Regulations for the issuance of an inspector's certificate. Registration of means of containment inspectors and design reviewers is required under safety standards prescribed by the TDG Regulations. Activities associated with the manufacture or retest of containers may not be undertaken except by persons registered with Transport Canada.

Consistent Uses: Information on certificate portion is used by federal or provincial inspectors as identification at facilities inspected.

Retention and Disposal Standards: Five years after last action and can be renewed for another five years, subject to review.

RDA Number: 97/019

Related PR#: DOT TDG 035

TBS Registration: 002689

Bank Number: DOT PPU 007

Vessel Licences

Description: This bank contains the name and address of the licence holder; and the length, breadth, depth and estimated tonnage of the vessel.

Class of Individuals: Actual and previous owners of small commercial vessels.

Purpose: The purpose of this bank is to issue licences to, and provide identification of, owners

of small commercial vessels operating in Canadian waters, rivers and lakes, and to meet the requirements of the Small Vessel Regulations. Licenses are issued by Transport Canada. The information is also used for enforcement of safety regulations, search and rescue purposes, to provide safe boating information, etc.

Consistent Uses: This bank is also used by: officers of federal/provincial departments for enforcing various statutes and regulations and the issue of special licences or permits; police authorities for enforcing safety regulations and identifying stolen and missing property; operators of canals and locks for collecting fees and regulating traffic; operators of marinas for assessing dues and fees for docking facilities; yacht brokers to establish ownership when purchasing or taking vessels as trade-ins; banks and other financial institutions to identify owners of vessels pledged as security for loans; insurance companies to establish ownership before settling claims resulting from theft, loss or damage. Information held on the bank may be divulged to provincial tax authorities in accordance with federal-provincial agreements.

Retention and Disposal Standards: Twenty years after register is cancelled and then forwarded to Library and Archives Canada.

RDA Number: 2001/12 and 77/018

Related PR#: DOT MPC 210

TBS Registration: 002305

Bank Number: DOT PPU 042

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Request

Hospitality

Personnel Security Screening

Relocation

Travel

Manuals

Corporate Services

- A Guide to Preparing Memoranda to Cabinet (TP 1091)
- Administrative Policy Manual (TP 104)

- Financial Policy and Procedures Manual (TP 117)
- IM/IT Framework (TP 12247)
- Information Management Manual (TP 11414)
- Information Management Methodology Manual (TP 11503)
- Information Management Policy (Draft) (TP 13953)
- Managers Guide to Procurement and Materiel Management (TP 10822)
- Manuscript Standards and Guidelines for Transport Canada Publications (TP 4529)
- Material and Contracting Services Manual (TP 103)
- Oracle 11i User Manual (TP 11906)
- Printing Standard for Transport Canada Publications (TP 6144)
- Publication Standard for Transport Canada Manuals (TP 6000)
- Publishing Guide – Preparing Transport Canada Publications (TP 6864)
- Records Office Procedures Manual (TP 2331)
- TC Application Management Policy and Governance
- TC IM/IT Strategic Plan 2003-2006 (TP 14108)
- TC System Development Life Cycle Methodology
- Tower C – Emergency Measures (TP 1534)
- Transport Canada 2001-2004 Business Plan (TP 13605)
- Transport Canada Government Vehicles User Handbook (TP 13265)
- Transport Canada Motor Fleet Management Manual (TP 123)
- Transport Canada Security Manual (TP 789), and related Security Bulletins
- Transport Canada System Development Life Cycle Standards and Guidelines (TP 2814)

Policy Group

- A Historical Look at the Federal Government's Involvement in Highway Infrastructure (TP 12799)
- A Model for Forecasting Air Travel Demand Between Canada and Abroad (TP 6184)
- A Profile of the Canadian Highway System 1987 (TP 8921)
- A Strategy for the future of Marine Atlantic Inc. (TP 14369)
- Air Transportation Services – A consultation paper in preparation for World Trade Organization (WTO) General Agreement on Trade in Services (GATS) negotiations (TP 13441)
- Aircraft Movement Statistics, (TP 141) (monthly)
- Aircraft Movement Statistics (Annual Report) (TP 577)
- Air Traffic Designators, (TP 143)
- An Economic Model of Inter-Urban Traffic on the Canadian Highway Network (TP 12800)
- An Intelligent Transportation Systems Plan for Canada: En route to Intelligent Mobility (TP 13501)
- An Update of the PTAM (Passenger Traffic Allocation Model) Objective Functions Coefficients (TP 6478E)
- Analysis of the Federal Innovation Programs and the Transportation Sector (TP 14506E)
- Area Control Centres and Terminal Control Unit Traffic Analysis, (TP 8267) (quarterly)
- Canada Marine Act Review: Report of the Review Panel to the Minister of Transport (TP 14107B)
- Canada's International Air Transportation Policy (TP 12276)
- Canada's National Highway System: A Description (TP 12833)
- Canadian Road Safety and Public Highway Infrastructure (TP 12801)
- Civil Aircraft Activity in Canada, (TP 2468)
- Compendium of Federal Innovation Programs and the Transportation Sector (TP 14507E)

- Highway Benefit-Cost Analysis: A Review of Evidence (TP-12790)
 - Highways and Logistics and Production Performance (TP-12791)
 - Innovation through Partnership Intelligent Transportation Systems Research and Development Plan for Canada: RandD Contribution Agreements Applicant's Guide (TP 14128)
 - Intelligent Transportation Systems and Highway Infrastructure (TP 12836)
 - Intelligent Transportation Systems Research and Development Plan for Canada: Innovation through Partnership (TP 14051)
 - International Code of Signals (TP 2323)
 - International Transportation Research and Development Programs (TP 14505E)
 - Land Transportation Services – a consultation paper in preparation for World Trade Organization (WTO) General Agreement on Trade in Services (GATS) Negotiations (TP 13440)
 - Literature Review on Intermodal Freight Transportation (TP 14502E)
 - Macroeconomic Performance and Public Highway Infrastructure (TP 12792)
 - Making Connections – Shortsea Shipping in Canada (TP 14552)
 - Maritime Transportation Services – a consultation paper in preparation for World Trade Organization (WTO) General Agreement on Trade in Services (GATS) Negotiations (TP 13439)
 - Moving on Sustainable Transportation (MOST) (TP 13491)
 - Patents and RandD as Indicators of Innovation in the Transportation Sector (TP 14504E)
 - Pilotage Certificate Training for the Laurentian Region (District II Quebec City-Les Escoumins) (TP 13458E)
 - Preliminary – Aircraft Movement Statistics, (TP 1496) (monthly)
 - Restrictions on Foreign Ownership in Canada (TP 14500E)
 - Restrictions on Foreign Ownership in Canada (TP 14500E)
 - Road Infrastructure Expenditures, Fuel Taxes and Road related Revenues in Canada (TP 12795)
 - Straight Ahead: A Vision for Transportation in Canada (TP 14054)
 - Study of Innovation in Canada's Transportation Sector – (TP 14501E)
 - Study of Professional and Technical Transportation Training in Canada (TP 14503E)
 - Sustainable Development Strategy – Transport Canada (TP 13123)
 - The Socio-Economic Context of The Canadian Road and Highway System (TP 12793)
 - Transport Canada's Sustainable Development Action Plan (TP 13493)
 - Transportation and North American Trade (TP 13278)
 - Transportation Development Centre (TDC) Annual Review (TP 3230)
 - Transportation Development Centre (TDC) Publications 2004 (TP 2602)
 - Transportation Development Centre (TDC) Publications Standards and Guidelines for Contractors (TP 929)
 - Transportation in Canada, Annual Report (yearly since 1996) (TP 13198)
 - Valuation of the Canadian Road and Highway System (TP 12794)
- Programs Group
- Airports Capital Assistance Program (TP 12313)
 - Commuter Options: The Complete Guide for Canadian Employers (TP 13922E)
 - Environmental Management System Manual (TP 13137)
 - Glycol Monitoring Program – Annual Report (TP 12576)
 - Improving Canada's Highways Together (no TP number – pamphlet)

- Management Committee Guidelines for the administration of the highway construction component of the Strategic Highway Infrastructure Program (SHIP)
 - Port Programs and Divestiture Annual Report (TP 6165)
 - Sustainable Development Strategy 2004-2006 (TP 13123B)
 - Transport Canada Environmental Performance Report (TP 13970)
 - Transport Canada: Strategic Environmental Assessment (SEA) Manual and Workbook (no TP number)
 - Urban Transportation Showcase Program – Annual Review 2004–2005 (TP 14433)
 - Moving On Sustainable Transportation (MOST) Program – Annual Review 2004 (TP 14323)
- Safety and Security Group
- 178 seconds (TP 2228E-1)
 - 406 MHz... The Next Generation ELT (TP 13918E)
 - 11-09-2001: For Days in September (TP 13978)
 - A Guide on the Development and Implementation of Railway Safety Management Systems (Draft-TP 13548)
 - A Safety Guide for Aircraft Charter Passengers (TP 7087E)
 - A Simple Mistake: At an Uncontrolled Aerodrome, You Are in Control (TP 13623E)
 - Activity Reporting and Standard System (ARASS) Training Manual (TP 14455)
 - Advisory Notice Guidelines for Training Criteria (TP 9554)
 - Aerodrome Standards and Recommended Practices (TP 312E)
 - Aeronautical Information Manual (TP 14371)
 - Aeronautics Act (TP 524E)
 - Aeroplane and Rotorcraft Simulator Manual (TP 9685E)
 - Aeroplane Performance (TP 12772E)
 - Aids to Navigation Information Card (TP 968B)
 - Air Bag Deactivation (TP 13178)
 - Air Carrier Inspector Manual (TP 3783E)
 - Air Command Weather Manual (TP 9352E)
 - Air Command Weather Manual Supplement (TP 9353E)
 - Air Navigation Resource and Project Synopsis (TP 3135)
 - Air Operator Certification Manual (TP 4711)
 - Air Operator Merger or Take-Over Procedures Guide (TP 9908)
 - Air Rage Abusive and Unruly Passengers (TP 14120E)
 - Air Services Charges Regulations (TP 2590)
 - Air Tourist Information Canada (TP 771E)
 - Aircraft Certification Engineering and Flight Test Delegates Conference: Managing Safety (TP 14138)
 - Aircraft Certification Policy Letters (PL)
 - Aircraft Certification Staff Instructions (SI)
 - Aircraft Corrosion (TP 11055)
 - Aircraft Journey Log (TP 14089B)
 - Aircraft Leasing Operations – Administrative Procedures Manual (TP 13090)
 - Aircraft Maintenance and Manufacturing Inspection and Audit (Checklists) Manual (TP 13751E)
 - Aircraft Movements, Preliminary (TP 1496)
 - Aircraft Movement Statistics, Annual (TP 577)
 - Aircraft Movement Statistics, Monthly (TP 141)
 - Aircraft Movement Surface Condition Report (TP 13572E)
 - Aircraft Services Directorate Policies and Procedures Manual (TP 9962)
 - Aircraft Spark Plugs Tell a Story (TP 11461)
 - Aircraft Technical Log Component Sections – Section 5 – Component Log (TP 3912E)
 - Aircraft/Vehicle Conflict (TP 2228E-2)
 - Airframe Log (TP 14058E)
 - Airport Restricted Area Access Clearance Program
 - Airport Wildlife Management Bulletins (TP 8240)

- Airports Winter Surface Maintenance Manual (AKPEC-M1) (TP 659E)
- Airspace and GPS Awareness Tools (TP 13623E-1)
- Airworthiness Directives (TP 7245E)
- Airworthiness Manual (TP 6197)
- Airworthiness Notices (TP 11402)
- Aluminum Hull Welding Inspection Standard (TP 9035)
- An Evaluation of Stall/Spin Accidents in Canada (TP 13748E)
- Approval and Inspection of Personal Buoyant Water Safety Devices (TP 11641)
- Approved Check Pilot Manual (ACP) (TP 6533)
- Approved Training Courses Revision (TP 10655B)
- ARASS – Activity Reporting and Standards System (TP 13904E)
- ARASS (Activity Reporting and Standards System) User Manual (TP 11571E)
- Arctic Ice Regime Shipping System (AIRSS) Standards (TP 12259)
- Arctic Waters Oil Transfer Guidelines (TP 10783)
- Area Control Centres and Terminal Control Units (TP 8267)
- As an Employer – Are you Ensuring the Health and Safety of your Employees Working Onboard Ships? (TP 14230)
- As an employer...Are you ensuring the health and safety of your employees? (TP 13900)
- Atlantic Region Freight Assistance Program 1992 Database Development (TP 12153)
- Atlantic Region Freight Assistance Program Information Paper (TP 12105)
- Authorizations for Works on Navigable Water Protection Program (TP 14322)
- Authorized? Be Sure! Runway Incursions Are Real! (TP 13840E and TP 13841E)
- Aviation Enforcement Policy Manual (TP 13794E)
- Aviation Enforcement Procedures Manual (TP 4751)
- Aviation Maintenance Tool Management (TP 14123B)
- Aviation Occupational Health and Safety – What is the aim of Aviation OH&S Program? (TP 14215B)
- Aviation Occupational Health and Safety On Board Aircraft (TP 13899B)
- Aviation occupational safety and health (OSH) compliance manual (TP 7886)
- Aviation Safety Award Nomination Guide (TP 8816B)
- Aviation Safety Letter (TP 185E)
- Aviation Safety Maintainer (TP 3658E)
- Aviation Safety Ultralight and Balloon (TP 7317B-1)
- Aviation Safety Vortex (TP 202)
- Basic and Advance Ultra-Light Aeroplanes (TP 13301E)
- Behind the Words (Transportation of Dangerous Goods Act, 1992) (TP 11547) [available only on TC Web site – PDF format]
- Below 10,000 feet (TP 2228E-3)
- Bilateral Airworthiness Agreements – International Agreements and Arrangements (TP 8910E)
- Bird Avoidance Brochure (TP 12422E)
- Bird Strikes – Bird Strike Facts (TP 12169E-2)
- Bird Strikes – Bird Strike Solutions (TP 12169E-1)
- Black-holes and Little Grey Cells – Spatial Disorientation During NVFR (TP 13838E)
- BLEVE: Response and Prevention video (TP 13649)
- Blood Borne Pathogens Personal Protective Equipment Recurrent Training (TP 14118E)
- Boater's Guide to Signage
- Boating Equipment and Safety for your Recreational Boat (TP 14548 B)
- Boating Safety Cruncher (TP 14522)

- Boat Safety with Pukta (TP 14349)
- Boating Safety Course Standards
- Boom! Up She Went (TP 14477 E) video
- Bridge Watchman Training Course (TP 10936)
- Cabin Safety Inspector Manual (TP 12854E)
- Cabin Safety Team – Advancing Aviation Safety (TP 13150)
- Canada's Airspace (TP 6010)
- Canada Shipping Act 2001 – Brochure (TP-13813)
- Canada Motor Vehicle Safety Act: Guidelines on Enforcement and Compliance Policy (TP 12597)
- Canadian Airport Pavement Bearing Strengths (TP 2162E)
- Canadian Airworthiness Directives (TP 9856E)
- Canadian Aviation Regulations (CARs) (TP 12916)
- Canadian Aviation Regulations (CARs) Poster (TP 11973)
- Canadian Code of Safe Practice for Ships Carrying Timber Deck Cargoes (TP 2534)
- Canadian Code of Safe Practice for Solid Bulk Cargos (TP 5761)
- Canadian Marine Security: A National Perspective (TP 14432)
- Canadian Motor Vehicle Traffic Collision Statistics (TP 3322)
- Canadian Road/Railway Grade Crossing Detailed Safety Assessment Field Guide (TP 14372)
- Canutec – Canadian Transport Emergency Centre (TP-2553) [available in print and on TC Web site – pdf format]
- Car Time: Safe Seating in the Kid Zone (in the back!!) (TP 13351)
- Car Time – Stage 1: Safe Travel in a Rear-facing Infant Seat (TP 14337)
- Car Time Stage 2: Safe Travel in a Forward-facing Child Seat (TP 14338)
- Car Time – Stage 3: Safe Travel in a Booster Seat (TP 14339)
- Car Time – Stage 4: Safe Travel in a Seat Belt (TP 14340)
- CARAC Management Charter and Procedures (TP 11733E)
- Cardinal Buoys and Special Buoys (TP 14542 B)
- CASS 2002 – Canadian Aviation Safety Seminar (TP 13845E)
- CASS 2003 (TP 14022)
- CASS 2003 CD Montréal PC, 2003-04-15/16 (TP 14088B)
- Cats Can See In The Dark... You Can't – Be Aware of the Hazards of Night Flying (TP 13717E)
- CFS/WAS/CFSS Specifications (TP 12810E)
- Changed Product Rule Awareness Training (TP 13810)
- Civil Aeronautics Jurisprudence – Volumes 1 and 2 (TP 4311)
- Civil Aircraft Activity in Canada (TP-2468)
- Civil Aviation Contingency Operations Manual of Planning, Training and Operations (TP 9527E)
- Civil Aviation Directives (TP 8749)
- Civil Aviation Handbook (TP 8618)
- Civil Aviation Integrated Management System (TP 14404)
- Civil Aviation Medicine Handbook for Medical Examiners (TP 13312E)
- Civil Aviation Program Charter (TP 13523)
- Civil Aviation Scheduled Maintenance Instruction Development Processes Manual (TP 13850)
- Civil Aviation's Enforcement Team: Here for Aviation Safety (TP 13601E)
- Coastal Life Raft (TP 11342)
- Code of Nautical Procedures and Practices (TP 1018)
- Code of Safe Working Practices for Self-Unloading Vessels (TP 1269)
- Collision Regulations, Office Consolidation (TP 10739)
- Combination of Forecasts (TP 6624)

- Commercial and Business Aviation Advisory Circulars (TP 9928E)
- Commercial and Business Aviation Dangerous Goods Inspector's Manual (TP 385E)
- Commercial and Business Aviation Dangerous Goods Standards – Notice (TP 13773)
- Commercial and Business Aviation Inspection and Audit (Checklists) Manual (TP 13750E)
- Communicate Your Occupational Safety and Health (OSH) Concerns! (TP 13564)
- Competency Guide – Complex Aeroplane (TP 13615E)
- Complementary Extinguishing Agents and Fire Fighting Equipment (TP 13320)
- Computerized Airworthiness Information System (CAIS) User Guide (TP 9719E)
- Construction Standards for Small Vessels (TP 1332)
- Continuing Airworthiness Project Report (TP 7503E)
- Cooperative Cadet Training Programs Navigation (TP 5562)
- Crew Resource Management (CRM) (TP 13689)
- Criteria for the Development of Instrument Procedures (TP 308E)
- Crossed Paths (TP 13870E)
- Crossing Safety Financial Assistance (TP 11918)
- Danger on the Runway (TP 13914E)
- Dangerous Goods Newsletter (TP 2711) [available in print and on TC Web site – PDF format]
- Day VFR Pilots – Don't Leave Yourself in the Dark... PLAN AHEAD (TP 8675E)
- Deck Cargo Safety Code (TP 2072)
- Defect Investigation Procedures (TP 6891)
- De-icing and Environmental Protection Review (TP 12741)
- Designated Airspace Handbook (DAH) (TP 1820E)
- Designated Flight Test Examiners Manual (TP 2654)
- Development of an Intelligent Sign Management System (TP 14495)
- Did You Know That Unacceptable Behaviour is Not Tolerated? (TP 13381E)
- Distraction = Danger (TP 2228E-21)
- Does Your Carry-On Baggage Measure Up? (TP 12796)
- Don't Cruise with Booze (TP 14531)
- Don't Let It Get This Far! Runway Incursions Are Real! (TP 13865E)
- Dressed for Survival? (TP 5306E)
- Driver awareness survey – railway crossings: quantitative report (TP 11441E)
- Each Taxi Scenario is Different. Be Sure! Runway Incursions Are Real! (TP 13866E)
- ELT 121.5 (TP 8683) Belongs to Civil Aviation
- ELT (Emergency Locator Transmitter) – Your Lifeline to Safety! (TP 3828E) Belongs to Civil Aviation
- Emergency Preparedness Manual (TP-13118)
- Emergency Response Assistance Planning (TP 9285) TDG Surface
- Emergency Response Guidebook – Online
- Emergency Response Guidebook TDG – Surface
- Emergency Security Control of Air Traffic (ESCAT) Plan (TP 1258) Belongs to CACO
- Engine Logbook (TP 14182E)
- Engineering and Inspection Manual, Parts I and II (TP 51212)
- Engineering Monitoring Programs (TP 13433)
- Engineering Work relating to Railway Works Section 11 Railway Safety Act (TP 13626)
- Enhanced Zonal Analysis Procedures (TP 14331)
- Environmental Evaluation Protocol for Runway De-icers (TP 12827)
- Equipment Programs – Audit Manual (TP-13554)
- Equivalent Standards for Fire Protection of Passenger Ships (TP 2237)

- Equivalent Standards for the Construction of Arctic Class Ships (TP 12260)
- Evaluation of the Efficacy of Products and Techniques for Airport Bird Control (TP 13029)
- Everything Moves at an Airport. Be Alert! Runway Incursions are Real! (TP 14010E)
- Examination Appendices for Balloon, Glider, Gyroplane, Hang Glider and Ultra-Light Aeroplane (TP 13896E)
- Examination and Certification of Seafarers – 1998 (TP 2293)
- Executive Summary: The Impact of Regulations on Towing Vessel Safety; A Comparative Evaluation of Canadian and American West Coast Tug and Barge Operations (TP 14315)
- Falcon 20 Aircraft Braking Performance on Concrete Runway Surfaces Treated with Potassium Acetate Anti-Icing Fluid (TP 14470)
- Fatigue Management Guide for Canadian Marine Pilots (TP 13959E) [available in print and on TC Web site – PDF format]
- Fatigue Management Guide for Canadian Marine Pilots: A Trainer's Handbook (TP 13960E) [available in print and on TC Web site – PDF format]
- Feed-Back – Canadian Aviation Service Difficulty Reports (TP 6980)
- Final Approach. All Clear? Be Sure! Runway Incursions are Real! (TP 14007E)
- Final Report: National Civil Aviation Safety Committee – Sub-Committee on Runway Incursions (TP 13795)
- Finding the Sun's True Bearing – Precomputed Tables (TP 784E)
- Flight 2005 (TP 13521)
- Flight Attendant Manual Standard (TP 12295)
- Flight Attendant Training Standard (TP 12296E)
- Flight Data Monitoring Demonstration Project: Phase 3 (TP 14271)
- Flight Instructor Guide – Aeroplane (TP 975)
- Flight Instructor Guide – Helicopter (TP 4818E)
- Flight Recorder Configuration Standard (TP 13140E)
- Flight Test Guide – Commercial Pilot Licence Aeroplane (TP 13462E)
- Flight Test Guide – Flight Instructor Rating Aeroplane, Helicopter, Aerobatics (TP 5537E)
- Flight Test Guide – Passenger Carrying Rating – Ultra-Light Aeroplane (TP 13984E)
- Flight Test Guide – Private and Commercial Pilot Licence – Helicopter (TP 3077E-1)
- Flight Test Guide – Private Pilot Licence – Aeroplane (TP 13723E)
- Flight Test Guide – Recreational Pilot Permit Aeroplane (TP 12475E)
- Flight Test Standards – Instrument Rating (TP 9939E)
- Flight Test Standards – Multi-engine Class Rating – Aeroplane (TP 219E)
- Flight Test Standards – Private and Commercial Pilot Licence – Helicopter (TP 3077E)
- Flight Training Manual – Aeroplane (TP 1102E)
- Fly Smart Fly Secure – Tips for Air Travelers (TP 13898E)
- Flying Near Power Lines (TP 2228E-4)
- Flying on Board Seaplanes (TP 14346)
- Flying Single-engined Helicopters Far Over the Water Can Get Very Quiet, and Shortly Afterwards... WET! (TP 9257E)
- Flying the Mountains (TP 790E)
- Flying Without Flight Attendants: The Air and Ground Rules (TP 13609E)
- Foreign Object Damage (FOD) (TP 14087E)
- Forest Fire Airspace Restrictions (TP 2228E-5)
- Frequency of Inspection Policy Document (TP 12840E)
- Friction Testing on Runway Surfaces Sprayed with Potassium Acetate (TP 14039E)
- Fuel Drum Etiquette (TP 2228E-13)
- Further Development of Shipboard Fibre Optic Standards (TP 10026)
- General Aviation Inspection and Audit (Checklists) Manual (TP 13798E)

- Generic Dispatchers Training Manual for Air Operators (TP 13498E)
- Generic Operational Control Manual (Dispatcher Manual) for Air Operators (TP 13561E)
- Glossary for Pilots and Air Traffic Services Personnel (TP 1158E)
- Guidance Material on the Application of RNAV in Canadian Domestic Airspace (TP 9064)
- Guide to Air Ambulance Operations (TP 10839E)
- Guide to benefit-cost analysis in Transport Canada (TP 11875)
- Guide to Inspection Regulations for Small Fishing Vessels (TP 782)
- Guide to opportunities for recycling and waste reduction at Transport Canada airports (TP 11061)
- Guide to Reporting Wreck (TP 8620)
- Guide to Structural Fire Protection (TP 11469)
- Guidelines and References for the Development and Standardization of Dangerous Goods Training Programs for Air Transport in Canada (TP 12208E)
- Guidelines for Navigation Under the Confederation Bridge (TP 13681)
- Guidelines for Reporting Incidents Involving Dangerous Goods, Harmful Substances and/or Marine Pollutants (TP 9834)
- Guidelines for the Control of Ballast Water Discharge from Ships in Waters Under Canadian Jurisdiction (TP 13617)
- Guidelines for the Examination of Shipboard Oil Pollution Emergency Plans (TP 12126)
- Guidelines for the Operation of Tankers and Barges in Canadian Arctic Waters (Interim) (TP 11663)
- Guidelines of Aircraft Ground Icing Operations (TP 14052)
- Guidelines on Non-Passenger Bare-Boat Charter Parties (TP 13699)
- Guidelines Respecting Helicopter Facilities on Ships (TP 4414)
- Gulls, Waterfowl and Shorebirds (TP 6324-2)
- Have You Checked NOTAMs? (TP 6249)
- Hawks, Owls, and Gamebirds (TP 6324-3)
- Helicopter Maintenance Engineer Shipboard Manual (TP-4986)
- Helicopter Passenger – Contribute to a Successful Flight (TP 4263)
- Helicopter Risk Management (TP 10112)
- Helicopter Risk Management: Not Another Safety Film (TP 13632E)
- Holding Criteria Document (TP 345)
- How Do I... Change my Address on my Certificate of Registration? (TP 13305E)
- How Do I... Co-register an Aircraft in Canada? For Two or More Owners (TP 13267E)
- How Do I... Export my Canadian Registered Aircraft? (TP 13275E)
- How do I... Register My Amateur-Built Aircraft in Canada? (TP 13156E)
- How do I... Register My Basic Ultra-Light Aeroplane in Canada? (TP 13157E)
- How do I... Register My Imported Aircraft in Canada? (TP 13154E)
- How do I... Register my New Aircraft in Canada? (TP 13153E)
- How Do I... Re-register a Canadian Aircraft in My Name? (TP 13277E)
- How do I... Register my Advanced Ultra-Light Aeroplane in Canada? (TP 13155E)
- How Do You Read? Loud and Clear. (TP 9458E)
- How to Start a Flight Training Unit – 1999 (TP 12862E)
- Human Factors for Aviation – Advanced Handbook (TP 12864E)
- Human Factors for Aviation – Basic Handbook (TP 12863E)
- Human Factors for Aviation – Instructor's Guide (TP 12865E)
- Human Performance in Aviation Maintenance (TP 13459)
- Icing – Awareness and Training (TP 14189E)
- Icing for General Aviation Pilots (TP 14041)

- If you are using HAZARDOUS SUBSTANCES on board an aircraft (TP 14092)
- Impact of Sodium Acetate Pavement De-icer on Airport Stormwater Quality (TP 12738)
- Implementing Flight 2005 (raising the flight level: initiatives and measures 2001–2003) (TP 13712)
- Incorrect Loading Can Have an Impact (TP 5905E)
- Informal Conflict Management System (ICMS) (TP 14410)
- Information Management, Technology and Support Division (TP 14296)
- Inspection and Audit Manual (TP 8606E)
- Instructions to Inspectors of Compulsorily Fitted Ship Station Radio Installations (TP 1896)
- Instructions to Master of Vessels Loading Grain in Canada (TP 215)
- Instructor Guide GPS (TP 12878E)
- Instructor Guide Multi-Engine Class Rating (TP 11575E)
- Instructor Guide Seaplane Rating (TP 12668E)
- Instructor Guide VFR Over-The-Top Rating (TP 12775E)
- Instrument Approach Implementation Issues Document (TP 13625)
- Instrument Approach Implementation Issues Pamphlet (TP 13693)
- Instrument Procedures Manual (TP 2076E)
- Interference on board an aircraft will not be tolerated – "Transport May be Denied" (TP 13378)
- Interference With Crew Members Is Not Tolerated (TP 13382E)
- Interim Standards for the Construction, Equipment and Operation of Passenger Ships in Sea Ice Areas of Eastern Canada (TP 8941)
- Introduction to Safety Management Systems (TP 13739)
- Invitation to a RASO Presentation (TP 1323E)
- It Doesn't Pay to Overload, It Does Cost to Pick Up the Pieces (TP 5792)
- It Will Pass... Wait it Out! (TP 10063E)
- It's Your Decision (TP 13634E)
- Judgement Your Decision... Can You Live With It? (TP 5305E)
- Keep Kids Safe: Car Time 1-2-3-4 (TP 13511)
- Keep Your Eyes on the Hook! Helicopter External Load Operations-Ground Crew Safety (TP 14334)
- Know Safety No pain – No Safety Know Pain (TP 9018)
- Labels and placards (picture): The Marks of Safety (TP 11504)
- Land Use in the Vicinity of Airports (TP 1247E)
- Lateral Buoys and Standard Daybeacons (TP 14541 B)
- Let's Stop UNSARs!!! (TP 2228E-26)
- Legislative Framework for Canadian Marine Transportation Security (TP14355)
- Liability through the Exercise of Delegated Authority (TP 11825)
- Lifejackets: The Life They Save May Be Yours (TP 13887E)
- List of Marine Safety Publications see Web site in Additional Information
- List of Ships (TP 7923)
- List of Transport Dangerous Goods Publications see Web site in Additional Information.
- List of Wrecked Vessels
- Living With Vortices (TP 2233E-1 and TP 2228E-24)
- Local Authorities' Guide to Boating Restrictions TP 14350E)
- Lookout – Listenout – Speakout (TP 2228E-15)
- Low-Flying Exam (TP 2228E-6)
- Maintenance Control Manual (MCM) Checklist (TP 14427)
- Maintenance Personnel... Be Vigilant! (TP 10104)
- Maintenance Policy Manual (MPM) Checklist (TP 14428)
- Maintenance Schedule Approval Policy and Procedures Manual (TP 13094)

- Make Your Weather Decision While You Still Have a Choice (TP 3795E)
- Making Transportation Accessible: A Canadian Planning Guide (TP 13114E)
- Manager's Handbook on Security Screening (TP 14171)
- Managing Risk is a Big Job... YOURS! (TP 9485E, TP 7874E, TP 8546E, TP 9459E)
- Manual of Aeronautical Studies (TP 13011)
- Manual of Equipment, Part I: Radar (TP 541)
- Manual of Equipment, Part 2: Operational Information Display (TP 1057)
- Marine Engineer Cadet Training Programme (TP 8911)
- Marine Emergency Duties Training Program (TP 4957)
- Marine Occupational Health and Safety (TP 14231)
- Marine Safety (TP 13545)
- Marine Safety Management System (TP 13585)
- Marine Safety Port State Control – Annual Reports (TP-13595)
- Marine Safety Review Newsletter (TP 12988)
- Marine Safety Strategic Plan 2003–2010 – The Next Wave (TP-13111)
- Marine Security Contribution Program Application Guidelines Round 1 (TP 14297B)
- Marine Security Contribution Program Information Package (TP 14306B)
- Marine Security: Meeting Demands of a Changing Environment Together (TP 14348)
- Marshalling Signals (TP 9528)
- Master Index of Telecommunications and Electronics Standards and Procedures (TP-923)
- Material Specification for Coated Fabrics Used in the Manufacture of Inflatable Liferrafts (1992) (TP 1324)
- Medical Examination of Seafarers – Physician's Guide (TP 11343)
- Me the Hero? (TP 2228E-16)
- Medical and Human Factors (TP 14187E)
- Meet Your Aircraft (TP 3694E)
- Meteorology and Miscellaneous Winter Flying Hazards (TP 14188E)
- Minister's Observer Manual (TP 11776)
- MMEL/MEL Policy and Procedures Manual (TP 9155)
- NASA Tailplane Icing (TP 13658E)
- Navigable Waters Application Guide
- Navigation/Approach Aid: National Program Plan (TP 10458)
- New Rules On Parts (TP 13879)
- Night VFR Awareness Presentation (TP 13746E)
- Night VFR Prevention Tools (TP 13838E-1)
- Not in My Backyard (TP 13868E)
- Notice to Shipmasters Loading Coal (TP-10944)
- Objectives, Organization and Policies Document, Volume III, (TP 1838)
- Occupational Safety and Health: Extended Jurisdiction (TP 13614)
- Occupational Health and Safety On-board Smaller Aircraft: It's Everyone's Concern (TP 13901)
- Oil Handling Facilities Standards (TP 12402)
- On the Move – Keeping Canadians Safe (TP 14217)
- On Line: Railway Safety's Quarterly Newsletter (TP 13463)
- Operating Costs of Trucks in Canada – 1990 (TP 921)
- Operational Control Quick Guide (TP 14216)
- Organizational Structure – Civil Aviation – Regions (TP 13087E)
- Organizational Structure – Civil Aviation (Headquarters) (TP 13086)
- Overloading (TP 2228E-7)
- Part Design Approval Awareness Training (TP 14080E)
- Passenger Safety Briefings (TP 2228E-20)
- Personal Minimums Checklists (TP 2228-28)
- Personal Safety on Ships (TP 5021)

- Personnel Licensing Procedures Manual (TP 2943)
- Pilot/Controller Glossary (TP 11958E)
- Pilot Decision-making (TP 13897E)
- Pilot Examiner Manual (TP 14277)
- Pilot Incapacitation (TP 11629E)
- Pilots' Rights (TP 2228E-8)
- Pilot Training Record (PTR) – Aeroplane (TP 13340E)
- Pilotage Certificate Training for the Laurentian Region (District II Quebec City-Les Escoumins) (TP 13458E) [available in print and on TC Web site – PDF format]
- Pilotage Risk Management Methodology (TP 13741)
- PIREP (TP 2228E-9)
- Plane Talk on Ice (TP 13637E)
- Plastic Piping Standards (TP 1083)
- Pollution Prevention Guidelines for the Operation of Cruise Ships under Canadian Jurisdiction (TP 14202)
- Powered Parachutes (TP 13299E)
- Practical Skills for Marine Engineers, Training Course (TP 13720)
- Pre-Departure Checklist (TP 14525)
- Pre-Flight Planning Actions to Avoid Airframe Icing (TP 2228-27)
- Pressures From Above (TP 13636E)
- Proceedings of the 17th Annual Safety Management in Aviation Maintenance (TP 14191B)
- Proceedings of the International Symposium on Protection of Dangerous Goods Tanks and Cylinders in Fire: October 2002, Ottawa, Ontario. Online (CD-ROM networking solution – TC only) (TP 14076)
- Project Management Policy and Guidelines Manual (TP 3867)
- Promoting Railway Safety Through Consultation (TP 13336)
- Propeller Logbook (TP 14201E)
- Protecting the Marine Environment – A Boater's Guide
- Pukta Tattoo (TP 14555B)
- Qualification Test Guide CAR Part IV Flight Training Devices Level 2 or 5 Aeroplane (TP 13799E)
- Radio Log Book for Canadian Flag Vessels (TP 13926)
- Rail-Highway Grade Crossing Research (TP 13536)
- Railway Safety Act 1999 – An Overview (TP 10199)
- Railway Safety Compliance Policy (TP 13714)
- Railway Tracks are for Trains Only (TP 13279)
- RCO and DRCO (TP 2228E-19)
- Recreational Aviation and Special Flight Operations (TP 13300E)
- Reference Manual on Port Reception Facilities for Marine Wastes in Canada (Major Ports) (TP 12334)
- Registration Guide – How to Register a Ship or Boat in Canada (TP 13414)
- Rental Boat Safety Checklist Standard
- Report of an investigation into the explosion during transport of blasting explosives that occurred in Walden, Ontario on August 5, 1998 (TP 13383)
- Report on waste management practices at Transport Canada airports (TP 12127)
- Response Organizations Standards (TP 12401)
- Review of Subsections 8(3) to 8(5) of the Motor Vehicle Transport Act, 1987 (TP 11283)
- Review of the Motor Vehicle Transport Act: Position Paper (TP 13162)
- Riding on Air (TP 2823)
- Right to refuse dangerous work on board aircraft while in operation (TP 13537B)
- Risk Assessment Reference Guide (TP 14562)
- Risk Management and Decision-Making – Type 2A, Short Process (TP 13905B)
- Risk Management and Decision Making in Civil Aviation (TP 13095)

- Risky Business? (TP 13639E)
- River Rafting Standards (TP 8643)
- Road Safety Vision 2010-2002 Annual Report (TP 13347)
- Road transport of explosives small or large quantities which are safer? (TP 14397)
- Routing Standards (TP 1802)
- Rule-Making Policies and Procedures Manual (TP 2713)
- Rules of the Road (TP 14352)
- Runway Incursion Prevention Tools (TP 13914E-1)
- Runway incursions (TP 2228E-10)
- Runway Surface and Aircraft Performance (TP 14186E)
- Safe Boating Guide (2006) (TP 511)
- Safety and Distress Radiotelephone Procedures (TP 9878)
- Safety Business (TP 10008E-1)
- Safety Criteria for Approval of Extended Range Twin Engine Operations (ETOPS) (TP 6327E)
- Safety in the Air Starts on the Ground – Maintenance (TP 7875E)
- Safety Management System assessment guide (TP 14326)
- Safety Management Systems for Flight Operations and Aircraft Maintenance Organizations (TP 13881E)
- Safety Management Systems Implementation Procedures Guide (TP 14343)
- Safety Management Systems for International Airports (TP 14333)
- Safety Management Systems for Small Aviation Operators – A Practical Guide to Implementation (TP 14135E)
- Safety Management Systems: Civil Aviation Implementation Plan (TP 14235B)
- Sample Examination – Glider Pilot Licence (TP 877E)
- Sample Examination for Recreational Pilot Permit and for Private Pilot Licence – Aeroplane (TP 13014)
- Sample Examination – Pilot Permit – Ultra-light Aeroplane (TP 14454)
- SATOPS Final Report (TP 13158E)
- Score Your Safety Culture (TP 13844)
- Sea Kayaking – Security Guide Basic
- Seaplane: A Passenger's Guide (TP 12365E)
- Security Manual Transport Canada and Security Bulletins (TP 789)
- Service Difficulty Advisory (TP 7394E)
- Service Difficulty Alert (TP 7244E)
- Service Difficulty Reporting (TP 11323)
- Service Difficulty Report Logic Chart (TP 14134B)
- Sharing the Skies (TP 13549E)
- Shift Wise – A Shiftworker's Guide to Good Health (TP 11658)
- Ship Safety Bulletins (TP 3231)
- Ship Safety Passenger Ship Operations and Damaged Stability Standards (Convention Ships) (TP 10405)
- Ship Safety Passenger Ship Operations and Damaged Stability Standards (Non-Convention Ships) (TP 10943)
- Ship Safety Standard for In-Water Surveys (TP 11249)
- Ships Electrical Standards (TP 127)
- Simulated Electronic Navigation Courses (TP 4958)
- Situational Awareness – Preventing Controlled Flight Into Terrain (CFIT) (TP 13655E)
- Skylink Metro III: Links in the Chain (TP 13654E)
- Small Fishing Vessel Safety Manual (TP 10038)
- Small Commercial Vessel Safety Guide (TP 14070)
- Small Perching Birds (TP 6324-1)
- Smart Seating (TP 13402E)
- SMASHED – the magazine on drinking and driving (TP 1535)
- Solas Life-Jacket Requirements (TP 7318) see TP-13571

- Some reports are harder to fill out than others (TP 14001)
- Some Things Were Never Meant to Fly! (TP 7535)
- Some Things Were Never Meant to Fly! Ask First For Safety's Sake (TP 13570)
- Someone Living With a Safety Problem Could End Up Not Living (TP 3114)
- Spark Plug Installation Safety Tips (TP 11554)
- Special Aviation Events – Air Shows (TP 13304E)
- Stability, Subdivision and Load Line Standards (TP 7301)
- Stall/Spin Awareness (TP 13747E)
- Standard and Guidelines for Construction, Inspection and Operation of Barges that Carry Oil in Bulk (TP 11960)
- Standard for Inert Gas Systems (TP 4295)
- Standard for Inspection of Tackle on Large Fishing Vessels (TP 9912)
- Standard for Launching and Embarkation Appliances (TP 7323)
- Standard for Personal Locator Lights (PLL) (TP 9248)
- Standard for 5 ppm Bilge Alarm (for Canadian Inland Waters) (TP 12301)
- Standard for the Control of Gas Hazards in Vessels to be Repaired or Altered (TP 3177)
- Standard for the Tonnage Measurement of Ships (TP 13430)
- Standard for Thermal Protective Aids (TP 7326)
- Standard Marine Navigational Vocabulary (TP 4330)
- Standard Relating to Design, Construction and Operational Safety of Sail Training Vessels (TP 13313)
- Standards and Guidelines for the Construction, Inspection and Operation of Barges that Carry Oil in Bulk (TP 11960)
- Standards for Engineering Watch Keeping on Ships (TP 4071)
- Standards for Lifeboats (TP 7320)
- Standards for Lifebuoys and Integral Equipment (TP 7325)
- Standards for Life Rafts and Inflatable Rescue Platforms (TP 7321)
- Standards for Solas Life Jackets (TP-13571) replaces TP 7318
- Standards for Navigating Appliances and Equipment (TP 3668)
- Standards for Navigation Lights, Shapes, Sound Signals and Radar Reflectors, (TP 1861)
- Standards for Pilot Vessels (TP 10531)
- Standards for Pyrotechnic Distress Signals and Similar Devices (TP 7319)
- Standards for Radio Installations and Related Equipment (TP 2872)
- Standards for Rescue Boats (TP 7322)
- Standards for the Construction and Inspection of Small Passenger Vessels (TP 11717)
- Standards for the Construction and Testing of Emergency Boats (TP 9247)
- Standards for the Control of Gas Hazards in Vessels to be Repaired or Altered (TP 3177)
- Standards for the Double Hull Construction of Oil Tankers (TP 11710)
- Standards Relating to Design, Construction and Operational Safety of Dynamically Supported Craft in Canada (TP 5579)
- Standards Respecting Mobile Offshore Drilling Units (MODU) (TP 6472)
- Standards Respecting Noise Control and Hearing Protection in Canadian Towboats Over 15 Tons, Gross Tonnage (TP 3685)
- Standards Respecting Standby Vessels (TP 7920)
- Starting a Commercial Air Service (TP 8880)
- Stop! Inventory Your Tools After Each Job
- Straight Ahead: A Vision for Transportation in Canada (TP 14054)
- Study and Reference Guide – Air Law and Procedures, Class E Airspace – Hang Glider (HAGAR) (TP 11408E)

- Study and Reference Guide – Aircraft Maintenance Engineer Licence (TP 3043)
- Study and Reference Guide – Aircraft Maintenance Engineer Technical Examinations (TP 14038E)
- Study and Reference Guide – Aircraft Type Rating, Aeroplane (TP 13524E)
- Study and Reference Guide – Airline Transport Licences (ATPL) – Helicopter (TP 11954E)
- Study and Reference Guide – Airline Transport Pilot Licence – Aeroplane (TP 690)
- Study and Reference Guide – Avionics Licence (E Licence) – Aircraft Maintenance Engineer Examinations (TP 12909E)
- Study and Reference Guide – Balloon Pilot Licence Including Flight Instructor Rating (TP 10087)
- Study and Reference Guide – Chief Pilot Air Taxi – CAR 703 Aeroplane (TP 13834E)
- Study and Reference Guide Chief Pilot Air Taxi CAR 703 – Helicopter (TP 14400)
- Study and Reference Guide – Chief Pilot Commuter Operations, CAR 704, Aeroplane (TP 14012E)
- Study and Reference Guide – Commercial Pilot Licence (CPL), including Helicopter to Aeroplane Pilot Licence – Aeroplane (TP 12881E)
- Study and Reference Guide – Flight Dispatchers (TP 12513E)
- Study and Reference Guide – Flight Engineer Licence (TP 4381)
- Study and Reference Guide – Flight Instructor Rating Aeroplane and Helicopter (TP 2810)
- Study and Reference Guide – Glider Pilot Licence (TP 876)
- Study and Reference Guide – Instrument Rating – Aeroplane and Helicopter (TP 691)
- Study and Reference Guide – Pilot Permit – Ultra-light Aeroplane (TP 14453)
- Study and Reference Guide – Operations Manager Air Taxi – CAR 703 – Aeroplane (TP 14025E)
- Study and Reference Guide Operations Manager Air Taxi CAR 703 – Helicopter (TP 14401)
- Study and Reference Guide – Operations Manager Commuter Operations – CAR 704 – Aeroplane (TP 14028E)
- Study and Reference Guide – Pilot Permit – Gyroplane (TP 13975E)
- Study and Reference Guide – Private and Commercial Pilot Licences, including Aeroplane to Helicopter Pilot Licences – Helicopter (TP 2476)
- Study and Reference Guide – Private Pilot Licence (PPL) including Helicopter to Aeroplane Pilot Licence (TP 12880E)
- Study and Reference Guide – Recreational Pilot Permit – Aeroplane (TP 12467E)
- Study and Reference Guide – Student Pilot Permit or Private Pilot License for Foreign and Military Applicants Aviation Regulations (TP 11919E)
- Study and Reference Guide – Type Rating – Helicopter (HATRA Exam) (TP 13733E)
- Summary Report Atlantic Region Freight Assistance Program Information Paper (TP 12173)
- Supercooled Large Droplet Icing (TP 14342)
- Survival in Cold Waters (TP 13822)
- System owner's guide: managing the delivery of system benefits (TP 10606)
- System Safety Briefing Kit – Summer (TP 14112E)
- System Safety Operations Manual (TP 10028)
- System Safety Policies and Procedures Manual (TP 14159B)
- System Safety Program CD-ROM (TP 13954B)
- System Safety Review – Commercial Use of the KA-32A Helicopter (TP 12760)
- System Safety Review – Procedures for the Collection, Verification and Dissemination of Aeronautical Information (TP 12802)
- System Safety Review – Sioux Lookout Air Operations (TP 12825)
- System Safety Winter Briefing Kit (TP 14181E)

- Take a Boating Safety Course...Get Your Card
- TERMPOL Review Process (TP 743)
- That's Time in Your Tanks (TP 5304E)
- The 1980 Canadian General Aviation Activity Survey Summary Report (TP 3221)
- The Ambulance in the Valley! (TP 3040)
- The Boating Restriction Regulations (TP 14533 B)
- The Canada Labour Code, Part II Includes You (TP 14317)
- The Canadian Aids to Navigation System (TP 968)
- The Canadian General Aviation Dynamics Model (TP 3775)
- The Civil Aviation Tribunal TCAG Staff Guidelines (TP 7497E)
- The Deciding Factor – The Minimum Equipment List (MEL) Training Package (TP 13262E)
- The Effect on Safety of Eliminating Whistling at Railway Grade Crossings (TP 12682)
- The End of the Float Could Be... The End of Your Life! (TP 2150E)
- The Human Factors in Aircraft Maintenance (TP E)
- The Invisible HUD (TP 13633E)
- The Local Authorities' Guide to Boating Restriction Regulations
- The right to refuse dangerous work (TP 13650)
- The Role of Railway Safety Inspectors (TP 13555)
- The Telltale Signs (TP 13674E)
- The Use of Automobile Gasoline (MOGAS) in Aviation (TP 10737)
- The Walk from A to B could take... The Rest of Your Life! (TP 3084E)
- There is Something Out There at the airport (TP 13869E)
- They Didn't Make the Meeting! (TP 3014E)
- This Report is Easy (TP 14000)
- Through the Overcast (TP 14185E)
- Thunderbolts and Thunderstorms (TP 2228E-22)
- Time in Your Tanks (TP 2228E-23)
- To Be a Pilot (TP 13651E)
- Tool Box for the Minister's Observer and Technical Advisor Programs (TP 14198B)
- Track Safety Rules (TP 11373)
- Trailers: Federal Lighting Equipment Location Requirements (TP 14117)
- Training Manual for Inspectors of Fishing Vessels under 15 Gross Tons (TP 9275)
- Training Program in Bridge Resource Management (TP 13117)
- Training Program in Marine First Aid and Marine Medical Care (TP 13008)
- Training Record Book Requirements for Watchkeeping Engineer Candidates (TP 13721)
- Training Standards for RO-RO Passenger Ships Personnel (TP 13024)
- Training Standards for Tanker Safety, Inert Gas and Crude Oil Washing, and Supervisor of Oil Transfer Operations Personnel (TP-8129)
- Transport Canada Approved Organizations (TP 3743)
- Transport Canada Aviation Management Guide (TP 10115))
- Transport Canada – Cabin Safety Program (TP 13885)
- Transport Canada Civil Aviation Guidelines: Maintenance Control Manuals (TP 14408)
- Transport Canada Civil Aviation Guidelines: Maintenance Policy Manuals (TP 14308)
- Transport Canada Civil Aviation Pilot Strike Contingency Plan (TP 13874E)
- Transport Canada Civil Aviation Research and Development Procedures Manual (TP 14332)
- Transport Canada motor fleet management manual
- Transport Canada Railway Safety Handbook (TP 12702)
- Transport Dangerous Goods – A Primer (TP-12322) [available in print and on TC Web site – PDF format]

- Transportation in Canada 1999 – Annual Report (TP 13198)
- Transportation of Dangerous Goods Safety Marks in Aviation (TP 12687E)
- Truck Activity in Canada (TP 14164)
- Truck, Buses, MPVs: Federal Lighting Equipment Location Requirements (TP 14116)
- Turn It On For Safety (TP 2228E-17)
- Uncontrolled Aerodrome IFR Procedures (TP 11962)
- Uncontrolled Aerodrome VFR Circuit Procedures (TP 11541)
- Underwater Egress (TP 2228E-18)
- Unitized Cargo Standard (TP 11232)
- Unruly Airline Passengers – The Police Response (TP 13734E)
- UNSAR costs are UNREAL... (TP 14341)
- Urban Transportation Showcase, Program Applicant's Guide, Stage 1: Expression Interest (TP 13780)
- User Assistance Package for the Implementation of Arctic Ice Regime Shipping system – AIRSS (TP 12819)
- Vehicle Defects and Recalls (TP 2822)
- VFR Communications Procedures at Uncontrolled Aerodromes with MF and ATF Areas (TP 2228E-14)
- VFR Navigation Progress Test Guide – Aeroplane (TP 13779E)
- Vulnerability of Bridges in Canadian Waters (TP 3446)
- Waiting for Charlie (TP 13638E)
- Warehouse Manual (TP 7817)
- Warning! Don't fly into CYR 724-Gagetown Restricted Area (TP 14205E)
- Watchkeeping Standards (TP 13067)
- Wear Standards for Cargo Gear (TP 9396)
- Weather to Fly (TP 13876E)
- Web Sling Standard (TP 12245)
- What We Do! – Civil Aviation Contingency Operations Division (TP 13038)
- What you should know about...Antilock Braking System (TP 13082)
- When does a goose become an elephant? (TP 12894E)
- When in Doubt... Ground Crew – Aircraft Critical Surface – Contamination Training (TP 10647E)
- When in Doubt...Small and Large Aircraft, Aircraft Critical Surface Contamination Training (TP 10643E)
- When seconds count...annual CRM training pays off (TP 13390)
- Where Did it Come From? Where Is it Going? (TP 7088E)
- Who We Are: Commercial and Business Aviation (TP 13231)
- Wildlife Control Procedures Manual (TP 11500E)
- Winter tips (TP 2228E-12)
- Work + Time = Fatigue Don't Find Your Limit by Accident (TP 5307E)
- Working together for Transportation (TP 13384)
- Working Together at Interconnected Railway Crossing Warning Systems and Traffic Control Signals (TP 13754)
- Your PIREP Could Save My Life (TP 3161)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Further information about Transport Canada and its programs may be obtained from:

National Capital Region

Safety and Security

Civil Aviation:

Communications Centre: 1-800-305-2059

National Capital Region: 613-993-7284

Email: services@tc.gc.ca

Internet: www.tc.gc.ca/civilaviation

Marine Safety:

E-mail: marinesafety@tc.gc.ca

Internet: www.tc.gc.ca/marinesafety

Office of Boating Safety:

1-800-267-6687 (in Canada only)

1-613-991-9002 (outside Canada)

E-mail: obs-bsn@tc.gc.ca

Marine Security:

E-mail: marinesecurity@tc.gc.ca

Internet: www.tc.gc.ca/marine security

Rail Safety information:

E-mail: railsafety@tc.gc.ca

Internet: www.tc.gc.ca/rail/menu.htm

Road Safety:

General Inquiries: 1-800-333-0371

National Capital Residents: 613-998-8616

Importations: 1-888-848-8240

Vehicle Recalls/Defects: 1-800-333-0510

National Capital Residents: 613-993-9851

Internet: www.tc.gc.ca/road/menu.htm

Transport Dangerous Goods information:

E-mail: tdg@tc.gc.ca

Internet: www.tc.gc.ca/tdg

List of Transport Dangerous Goods Publications:

www.tc.gc.ca/tdg/publications/menu.htm

Atlantic Region

Regional Director, Communications

95 Foundry Street, Suite 105

P.O. Box 42

Moncton, New Brunswick E1C 8K6

Telephone: 506-851-7314

Facsimile: 506-851-7327

Communications

45 Alderney Drive, 12th Floor

P.O. Box 1013

Dartmouth, Nova Scotia B2Y 4K2

Telephone: 902-426-7795

Facsimile: 902-426-6710

Communications

John Cabot Building

10 Barter's Hill Road, 8th Floor

P.O. Box 1300

St. John's, Newfoundland and Labrador

A1C 6M1

Telephone: 709-772-6197

Facsimile: 709-772-4222

Ontario Region

Regional Director, Communications

4900 Yonge Street, 4th Floor

North York, Ontario M2N 6A5

Telephone: 416-952-0156

Facsimile: 416-952-0159

Director General, Communications

Place de Ville, Tower C

330 Sparks Street, 28th Floor

Ottawa, Ontario K1A 0N5

Telephone: 613-990-6138

Facsimile: 613-991-6719

Pacific Region

Regional Director, Communications

800 Burrard Street, Suite 1100

Vancouver, British Columbia V6Z 2J8

Telephone: 604-666-1675

Facsimile: 604-666-7255

Prairie and Northern Region

Regional Director, Communications

344 Edmonton Street, 4th Floor

P.O. Box 8550

Winnipeg, Manitoba R3C 0P6

Telephone: 204-983-6315

Facsimile: 204-983-7339

Communications

Canada Place

9700 Jasper Avenue, 11th Floor

Edmonton, Alberta T5J 4E6

Telephone: 780-495-3811

Facsimile: 780-495-6472

Quebec Region

Regional Director, Communications

700 Leigh Capreol, 3rd Floor

Dorval, Quebec H4Y 1G7

Telephone: 514-633-2741

Facsimile: 514-633-2751

Reading Room

An area in the Access to Information Division has been designated, under the Access to Information Act, as a public reading room, which is located at the following address:

Place de Ville, Tower C

330 Sparks Street, 26th Floor

Ottawa, Ontario

Arrangements to view documents can also be made with the regional offices listed above.

Transportation Safety Board of Canada

Chapter 172

General Information

Background

The Transportation Safety Board of Canada (TSB) is an independent agency created in 1990 by an Act of Parliament (Canadian Transportation Accident Investigation and Safety Board Act). It operates at arm's length from other government departments and agencies such as Transport Canada, the Department of Fisheries and Oceans, and the National Energy Board to ensure that there are no real or perceived conflicts of interest. Under the legislation, the TSB's only object is the advancement of transportation safety in the federally regulated elements of the marine, pipeline, rail and air transportation systems.

Responsibilities

The TSB mandate is fulfilled by conducting independent investigations that can include, if necessary, public inquiries into transportation occurrences. The purpose of these investigations and inquiries is to make findings as to the causes and contributing factors of the occurrences and to identify safety deficiencies. Therefore, recommendations may be made to improve safety and reduce or eliminate risks to people, to property and to the environment. The TSB has the exclusive authority to make findings as to causes and contributing factors when it investigates a transportation occurrence.

In making its findings as to causes and contributing factors of a transportation occurrence, it is not the function of the TSB to assign fault or determine civil or criminal liability. However, the TSB must not refrain from fully reporting on the causes and contributing factors merely because fault or liability might be inferred from its findings. The Act provides that no finding of the Board shall be construed as assigning fault or determining civil or criminal liability, and the findings of the Board are not binding on the parties to any legal, disciplinary or other proceedings.

The TSB reports annually to Parliament through the President of the Queen's Privy Council for Canada.

Legislation

- Canadian Transportation Accident Investigation and Safety Board Act
- Transportation Safety Board Regulations

Organization

The Board

The Act provides for a Board consisting of up to five full-time members, including the Chairperson. The Act requires that members be collectively knowledgeable about marine, commodity pipeline, rail and air transportation. They are appointed by the Governor in Council. Members' duties include establishing policies respecting the classes of occurrences to be investigated and policies to be followed in the conduct of investigations, reviewing investigation reports, determining findings as to causes and contributing factors, identifying safety deficiencies and making safety recommendations. Reporting to the Chairperson is the Executive Director.

Executive Director

The Chairperson has delegated to the Executive Director the role and functions of a Chief Operating Officer. As such, the Executive Director is responsible for seeing to the day-to-day management and coordination of all TSB activities and operations to ensure that they are conducted effectively and efficiently; included are responsibilities for the acquisition and allocation of human and financial resources, and the provision of ongoing support and advice to the Chairperson.

Communications

This division is responsible for providing advice with respect to the formulation of TSB communications policies, for establishing and implementing TSB communications strategies and plans through such activities as making public the results of the TSB's work. It keeps the TSB informed on the public response to current transportation safety issues and it provides communications support to the agency in meeting public and media information requests. It is also responsible for the content of the TSB Web site.

Legal Services

This area provides services with respect to all legal matters which arise in connection with TSB activities, including services and advice in connection with proceedings by or against the TSB in legal or other proceedings.

Corporate Services Directorate

The directorate assists in achieving efficient, effective and economical delivery of departmental programs through provision of administrative, financial and human resource services and controls. The directorate ensures departmental implementation of government policies and provides coordination for corporate planning and reporting activities. It is also responsible for establishing and maintaining the informatics infrastructure and information management services to support the TSB's investigative, analytical and administrative functions.

The directorate comprises the following organizational units:

Finance and Administration

This division provides financial and administrative services to the department. It is responsible for services and advice to management, financial reporting and control, security and accommodation. It ensures that there are adequate controls to assure the public that these functions are effectively and efficiently administered.

Human Resources

This division provides a full range of human resources services and controls to managers and employees of the department. This includes advice and support to managers on staff relations, human resources and career planning, staffing, classification, pay and benefits, official languages, training and development, program development and policy interpretation, and coordination of an employee assistance program.

Informatics

This division operates and maintains the department's transportation occurrence databases and all other computer systems required to support the TSB's investigative, analytical and administrative activities.

The division develops policies and procedures for all aspects of the TSB's informatics needs. It operates and maintains the TSB's central computing facility and its local and wide area

networks. It supports the desktop environment at the Head Office and in the Regional Offices, maintains its in-house (non-commercial) software and develops new software to meet changing requirements.

Information Management

This division is responsible for providing information management policies, procedures and services. Services include the management of corporate information holdings, library services, and the administration of the Access to Information Act and the Privacy Act.

Investigation Operations Directorate

The directorate is responsible for all aspects of the department's marine, rail, pipeline and air transportation safety investigations. It is also responsible for the management of a multi-modal voluntary confidential reporting program (SECURITAS).

The directorate comprises the following organizational units:

Human Performance

This division provides human factor and passenger safety specialist support to investigations and macro analysis projects. Human Performance issues include the impact of the wide domain of human factors/ergonomics on behavior, including organizational and management factors. The division is also active in the development of, and training on, tools and frameworks that aid the systematic investigation for human factors.

Macro Analysis

This division conducts macro analysis projects including cross-modal studies in which trends, hazards and systemic safety deficiencies in the national transportation system are identified, analyzed and validated. The division provides consultation and expert advice on current theory, methods and results related to such research. It also responds to requests from investigators and external entities for statistical data.

Publishing and Linguistic Services

This division produces all TSB public documents. It also prepares the TSB's printed products (e.g. occurrence reports and the TSB's safety digest, *Reflexions*) for publication and distribution.

Air Investigation Branch

The Director of this branch has exclusive responsibility to direct the conduct of air investigations on behalf of the Board. The investigators are experienced pilots, aircraft maintenance engineers or air traffic controllers.

Marine Investigation Branch

The Director of this branch has exclusive responsibility to direct the conduct of marine investigations on behalf of the Board. Marine investigators are experienced master mariners, chief engineers or naval architects.

Rail and Pipeline Investigation Branch

The Director of this branch has exclusive responsibility to direct the conduct of rail and commodity pipeline investigations on behalf of the Board. Rail investigators are experienced in the many disciplines of rail operations (locomotive operations, equipment design and maintenance, roadbed, tracks and signals, operating rules, and dangerous goods). Commodity Pipeline investigators must be familiar with pipeline design and operations.

Engineering Branch

This branch specializes in laboratory testing and analysis of parts, structural components, systems, instruments, and wreckage of materials and components from transportation occurrences. Additional responsibilities include search and recovery of wreckage, documentation of occurrence sites, and the extraction and interpretation of data from on-board voice and data records. The Engineering Branch has also developed expertise in document restoration, image analysis, and new investigation techniques based on photogrammetric and remote sensing technology.

recorders, major occurrence readiness, observer status, international co-ordination, accident/incident – aircraft occurrence investigations, ATS/FSS investigations.

Program Record Number: TSB ASI 200

Board Secretariat

Description: Information relating to agendas and minutes of Board meetings.

Topics: Board meetings, agendas, deliberations.

Program Record Number: TSB BSS 660

Corporate Planning

Description: Information in support of the corporate planning system.

Topics: Corporate planning system, corporate plans and strategies.

Program Record Number: TSB CPP 100

Engineering

Description: Information in support of investigations relating to specialized laboratory testing and analysis of parts, structural components, systems, instruments and wreckage; search and recovery of wreckage; documentation of occurrence sites; and the extraction and interpretation of data from voice and data records.

Topics: Engineering Branch – general, investigations, projects, testing and analysis, search and recovery, voice and data recordings.

Program Record Number: TSB ELI 500

Information Studies, Publications and Communications

Description: Information relating to occurrence data, statistics, macro analyses and special studies; human performance studies and evaluations; publications; and internal and external communications.

Topics: transportation occurrence data, statistical summaries and analyses; human performance – general, studies, investigations; TSB publications; communications policies and strategy, internal and external communications, TSB web site.

Program Record Number: TSB SPD 610

Legal Services

Description: Information relating to administration of legal matters, opinions and decisions, powers of attorney, commissioner of oaths, affidavits etc.

Topics: TSB Act and Regulations, Memoranda of Understanding.

Program Record Number: TSB LSB 620

Marine Investigations

Description: Information relating to the conduct and reporting of marine occurrence investigations, transportation safety deficiencies, safety recommendations, and advisories.

Information Holdings

Program Records

Air Investigations

Description: Information relating to the conduct and reporting of aviation occurrence investigations, transportation safety deficiencies, safety recommendations, and advisories.

Topics: Aviation safety investigation policy, aviation safety investigation – general, public inquiries, designation of investigator, flight

Topics: Marine casualty investigations – general, instructions, studies – commercial, fishing, passenger, occurrence reporting – general, marine occurrences – general, marine occurrence – investigations.

Program Record Number: TSB MSI 300

Personnel Services

Description: Information relating to the employment of members of the public service of Canada, documentary forms, personal files, correspondence regarding policy including attendance, establishment, leave, holidays, salaries and wages, promotions, training of staff etc.

Topics: Personnel – general, personnel – personal records, appointments – general, audits, awards and honours, classification, employment and staffing, human resources, occupational safety and health, official languages, harassment policy, pay and benefits, reports and statistics, staff relations, studies, surveys, systems, etc.

Program Record Number: TSB PSB 650

Rail/Pipeline Investigations

Description: Information relating to the conduct and reporting of rail/pipeline occurrence investigations, transportation safety deficiencies, safety recommendations, and advisories.

Topics: Occurrence investigations – railway, occurrence investigations – pipeline, other, dangerous goods, observer status, powers of investigators, public queries, railway reporting requirements, summary of railway accidents.

Program Record Number: TSB RPI 400

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Business Continuity Plans

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Information Technology Services

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Particular Personal Information Banks

Applications for Employment

Description: This bank contains applications for employment with the TSB. These requests usually consist of a letter and curriculum vitae. Applications are examined and considered for available or future positions.

Class of Individuals: General public.

Purpose: This information is not solicited but is provided voluntarily by individuals seeking employment with the TSB.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained in the TSB for two years, then destroyed.

RDA Number: 98/005

Related PR#: TSB PSB 650

TBS Registration: 002980

Bank Number: TSB PPU 010

Confidential Reporting

Description: This bank was established as part of the TSB Confidential Reporting Program, SECURITAS. The program encourages members of the transportation community to report hazards and possible safety deficiencies with a view to preventing accidents and incidents.

Class of Individuals: Crew members, maintenance employees, traffic controllers, etc, and the general public.

Purpose: To identify safety deficiencies in the national transportation system.

Consistent Uses: Compiling statistics, analyzing information and drafting recommendations designed to prevent accidents and incidents.

Retention and Disposal Standards: Records are retained for 20 years, after which they are transferred to Library and Archives Canada.

RDA Number: 95/015

Related PR#: TSB ASI 200, TSB MSI 300 and TSB RPI 400

TBS Registration: 002977

Bank Number: TSB PPU 020

Investigation Files – Marine, Rail, Pipeline, Air

Description: Accident/incident files contain information gathered during the course of an investigation, and may contain personal information on individuals, e.g. medical, autopsy and other information on victims, passengers and crew members; photographs; witness statements; and the presumptive language of analysis, including references to unsafe acts.

Class of Individuals: Individuals involved in transportation occurrences.

Purpose: The purpose of this bank is to enhance existing transportation safety programs by identifying safety deficiencies, by identifying anomalies and trends, and by making recommendations designed to eliminate or reduce safety deficiencies.

Consistent Uses: Compiling statistics relating to the administration of the Canadian Transportation Accident Investigation and Safety Board Act.

Retention and Disposal Standards: Files are kept for 20 years, after which they are transferred to Library and Archives Canada.

RDA Number: 94/014

Related PR#: TSB ASI 200, TSB MSI 300 and TSB RPI 400

TBS Registration: 002981

Bank Number: TSB PPU 005

Mailing Lists

Description: Mailing lists contain the names and addresses of individuals, operators, academics, and the representatives of media organizations, firms, companies, etc.

Class of Individuals: Pilots; marine masters; railway and pipeline company representatives; representatives of government, academic, union, and other organizations; and the general public.

Purpose: To maintain standard lists of individuals, organizations, groups, businesses, etc, for the

purpose of mailing publications (e.g. Reflexions), reports, newsletters, press releases and other documentation of TSB activities and programs.

Consistent Uses: The information is used to mail and distribute documentation to individuals on the mailing lists.

Retention and Disposal Standards: Two years after the last administrative action, then destroyed.

RDA Number: 98/001

Related PR#: TSB ASD 630

TBS Registration: 002978

Bank Number: TSB PPU 025

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Hospitality

Personnel Security Screening

Travel

Manuals

- Manual of Investigation Operations
- Manual of Investigation Standards and Procedures
- Manual of Public Inquiry Procedures

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Transportation Safety Board – General Information:

Mailing address:

Transportation Safety Board of Canada
Head Office

Place du Centre, 4th Floor
200 Promenade du Portage
Gatineau, Quebec K1A 1K8

Telephone: 819-994-3741

Fax: 819-997-2239

TDD: 819-994-8030

Reading Room

In accordance with The Access to Information Act, an area on the premises of this agency has been designated as a public reading room. The address is:

Transportation Safety Board of Canada
Place du Centre
200 Promenade du Portage, 4th Floor
Gatineau, Quebec

Treasury Board of Canada Secretariat

Chapter 173

General Information

Background

The Treasury Board, a committee of the Queen's Privy Council for Canada, was established in 1867. The Board consists of the President of Treasury Board, the Minister of Finance and four other ministers nominated by the Governor in Council. The Treasury Board of Canada Secretariat (TBS or the Secretariat), the administrative arm of the Treasury Board, is headed by a Secretary who reports to the President of the Treasury Board. The Secretariat was part of the Department of Finance Canada until 1966, when it became a separate department.

Responsibilities

As the administrative arm of the Treasury Board, the Secretariat has a dual mandate: to support the Treasury Board as a committee of ministers and fulfilling its statutory responsibilities. This entails providing operational programs to carry out the legislated responsibilities of the Treasury Board. These responsibilities derive from the broad authority of sections 5–13 of the Financial Administration Act, as well as the authorities in other Acts, including: The Public Service Labour Relations Act, the Employment Equity Act, the Official Languages Act, the Access to Information Act, the Privacy Act, the Federal Real Property and Federal Immovable Act, and the Public Service Employment Act. The Secretariat's responsibilities for the general management of the government cross all policy sectors managed by 22 operating departments and many other organizational entities as reported in the Main Estimates.

The role of the Secretariat is to define and develop modern governance at the federal level. Although the accountability for Public Service management increasingly rests with departments, the Treasury Board of Canada and its Secretariat provide strategic leadership in Public Service management and reform through a management board role. That role emphasises results-based management and facilitation, essential central controls, and intervention when necessary.

The mission of the Secretariat is to support the Treasury Board and to help the Government

of Canada operate effectively within available resources. The Secretariat implements the policies developed by the Treasury Board as the manager of the Public Service and manages the human, financial, information technology, and material resources that support it. This is carried out by several branches/sectors of the Secretariat, described below under "Organization".

Legislation

- Access to Information Act, R.S.C. 1985, c. A-1
- Appropriation Acts, L.C. 2002, c.8 art.190
- Auditor General Act, R.S.C. 1985, c. A-17
- Crown Corporations Dissolution Authorization Act, S.C. 1991, c. 38
- Diplomatic Service (Special) Superannuation Act R.S.C. 1985, c. D-2
- Federal Real Property and Federal Immovable Act, S.C. 1991, c. 50
- Financial Administration Act, R.S.C. 1985, c. F-11 (jointly with the Minister of Finance and the President of the Queen's Privy Council for Canada)
- Governor General's Act, R.S.C. 1985, c. G-9
- Lieutenant Governors Superannuation Act, R.S.C. 1985, c. L-8
- Members of Parliament Retiring Allowances Act, R.S.C. 1985, c. M-5
- Pension Benefits Division Act, S.C. 1992 c. 46, Schedule II
- Privacy Act, R.S.C. 1985, c. P-21
- Public Pensions Reporting Act, R.S.C. 1985, c.13 (2nd Supp.)
- Public Sector Compensation Act, R.S. 1991, c.30
- Public Sector Pension Investment Board Act, S.C. 1999, c.34
- Public Service Employment Act, R.S.C. 1985, c. P-33 (certain provisions only)

- Public Service Modernization Act, S.C. 2003, c.22 (certain provisions only)
- Public Service Pension Adjustment Act, R.S.C. 1970, c. P-33
- Public Service Labour Relations Act, R.S.C. 2005 c. P-35 (jointly with the President of the Privy Council)
- Public Service Superannuation Act, R.S.C. 1985, c. P-36
- Special Retirement Arrangements Act, S.C. 1992, c. 46 (Schedule I)
- Supplementary Retirement Benefits Act, R.S.C. 1985, c. S-24

Organization

Chief Information Officer Branch (CIOB)

The Chief Information Officer Branch (CIOB) provides strategic direction and leadership for the government-wide pursuit of excellence in service delivery, information management and information technology in the Government of Canada (GC). The CIOB is responsible for establishing and implementing of GC policies on service, access to information, information management, information technology, privacy and security to assure the sound management and stewardship of the government's information and technology assets.

Climate Change Review and Sustainable Development Sector

The Climate Change Review and Sustainable Development Sector supports the review of climate change programs as well as sustainable development strategies.

Corporate Administrative Shared Services (CASS) Initiative

The Corporate Administrative Shared Services (CASS) initiative was established to explore the feasibility of adopting a shared services approach to deliver internal corporate and administrative functions across multiple government departments and agencies. Shared services are defined as the consolidations of common systems and functions that are standardized with a minimum of variation and shared by many. Typically, these services include human resources, finance and materiel management, as well as the information systems and services that support these activities. The

goals of shared services are to enhance efficiency, reduce duplication and standardize the information produced.

Corporate Priorities and Planning

The Corporate Priorities and Planning (CPP) sector leads processes to develop and implement the management agenda for the Government of Canada. Leadership, in this regard, is provided through engagement of Treasury Board Ministers and their sub-committees, deputy ministers and assistant deputy ministers of line departments and central agencies (particularly PCO), as well as external experts. This sector lays the foundation for the development and implementation of specific government-wide management priorities, namely, the renewal of the Treasury Board policies, defining management excellence and assessing performance for all departments through the Management Accountability Framework (MAF), providing integrated policy advice and leadership on matters of strategic importance to the Secretary, President and Treasury Board, and maintaining a comprehensive body of knowledge on advancements, trends and pressures in public sector management.

In supporting the development and implementation of government-wide management priorities, the sector provides leadership in governance and planning processes within TBS to identify and ensure coherence amongst corporate priorities. The sector provides the Secretary of the Treasury Board, and the other sectors within TBS, with a strategic view of the department, and advice and support in implementing priority initiatives while monitoring progress and ensuring clear accountabilities.

Corporate Services Branch (CSB)

Corporate Service Branch is composed of five divisions: Finance and Administration; Human Resources; Information Management and Technology; Security Services; and Internal Audit and Evaluation. The respective services provided by these divisions are available to employees of the Department of Finance, Treasury Board Secretariat and the Canada Public Service Agency. Expenditure Management Sector (EMS) Expenditure Management Sector (EMS) provides a central focus within the Treasury Board Secretariat (TBS) for the functions that support and strengthen the TBS's role in the government's broader expenditure management system. The work of the EMS covers the entire expenditure management cycle – from expenditure analysis, forecasting and

expenditure management strategies, policies and operations through to results-based budgeting, evaluation, accountability and reporting. EMS plays a strong integration role in planning and coordinating the expenditure management initiatives and providing a whole-of-government perspective on matters related to direct program spending and management of reserves. The sector has the responsibility to develop the expenditure management information system (EMIS) to its full maturity and for implementation of the Management Resources and Results Structure Policy.

Labour Relations and Compensation Operations (LRCO)

The Labour Relations and Compensation Operations Sector (LRCO) focuses and strengthens the capacity of the Treasury Board Secretariat (TBS) to fulfil its responsibilities as 'employer' for the core public administration. This is an essential part of a human resources management framework that enables the federal public service to manage more efficiently the people who deliver government programs and services to Canadians, and that promotes effective labour-management relations and compensation operations in the Public Service of Canada. The Labour Relations and Compensation Operations (LRCO) areas of responsibility include: bargaining (strategy, negotiations and statistical support) for core public administration and separate agencies' mandates; essential services agreements; exclusions; union dues; bargaining agent certification; pay administration; compensation for excluded groups, RCMP and Military; various administrative and employee reimbursement policies; policy direction on discipline; adjudication of grievances; health and safety; human rights complaints; and pay equity.

Legal Services

Treasury Board Legal Services provides legal advice to the Treasury Board, the Canada Public Service Agency, and the President with respect to their powers and duties. The Unit, staffed by Department of Justice lawyers, supports the Treasury Board Secretariat in its role as board of management of the Public Service of Canada by ensuring that the conduct of government affairs is in accordance with the law.

Legal Services lawyers give specialized legal advice to the Treasury Board Secretariat and the Government of Canada in connection with the Secretariat's central agency functions pertaining

to the legislation for which the Treasury Board and the President of the Treasury Board is responsible. The Legal Services Unit provides advice with respect to the enactment of and the amendment to legislation and regulations, as well as strategic advice concerning policy development and other initiatives. The Unit conducts labour and employment-related litigation before the Public Service Labour Relations Board and other administrative tribunals, the Federal Court of Canada, the Federal Court of Appeal and the Supreme Court of Canada representing the employer Office of the Comptroller General (OCG).

Office of the Comptroller General

The Office of the Comptroller General (OCG) is focused on strengthening financial management and internal audit across the federal government through a wide range of activities to improve the quality of financial information, oversight, systems, and reporting; attract and retain a professional cadre of financial management and internal audit personnel; oversee government spending; provide leadership across the public service to the financial management and internal audit communities; and ensure financial management and internal audit policies are set and observed.

Program Sectors (Government Operations, Economic, Social and Cultural and International Security, and Justice Sectors)

The Program Sectors support the Treasury Board in its role as a management board by providing analysis and advice on strategic resource allocation for the departments and agencies of government. In fulfilling this role, the Program Sectors provide advice on the effective use of resources; program design, viability and responsiveness; funding pressures and mitigation strategies; and broad government operations issues and management strategies. The Program Sectors also play a lead role in relation to the oversight of the operations of Crown Corporations. These three sectors, along with the Expenditure Management Sector and the Expenditure Operations and Estimates Division of the Comptroller General's Office, work together in making recommendations to the Treasury Board on allocating financial resources in light of government priorities, fiscal targets, pressures relating to existing programs and results achieved; developing and maintaining accountability frameworks within which Parliament approves resources and in light of which departments and agencies report on their use, thereby co-ordinating the process whereby

the government obtains funds from Parliament; monitoring the implementation of approved policies and programs, and advising the Treasury Board on success in achieving intended results; advising the Treasury Board President, in his role as a member of Cabinet, on the resource implications of new government policy and project initiatives while promoting innovative management and increased efficiency and effectiveness in delivering programs; and providing analysis and recommendations to the Treasury Board on Crown corporation corporate plans and budgets.

The Government Operations Sector is comprised of the Assets and Acquired Services Directorate (AASD), Government Operations and Services Directorate, and the Governance Directorate.

The AASD is the government's policy centre for planning investment in and managing procurement projects, real property and materiel assets and related services. The Directorate provides leadership and oversight for informed decision-making by Ministers and officials in central agencies and departments; develops, maintains and modernize the government's policies for the efficient management of public assets and acquired services; provides policy support, interpretation and advice to TBS and departments; manages the central registry of all federal real property and federal contaminated sites; co-manages the federal Contaminated Sites Accelerated Action Plan with Environment Canada; prepares reports to Parliament on the Application of the Alternative Fuels Act, and develops and implements a Professional Development and Certification Program for the procurement, real property and materiel communities.

The Government Operations and Services Directorate provides advice to senior management and Treasury Board Ministers on a broad range of policy and program design issues and financial and management practices. The Directorate is divided into three divisions: Public Works and Government Services Canada Division (PWGSCD), Government Operations and Human Resources Management.

The Governance Directorate (GD) is central to the development of governance tools to identify major risks to sound management of public institutions, particularly Crown corporations, their expenditures and to the integrity of existing programs and activities within and across those institutions. The Directorate is primarily responsible for initiatives related to the governance regimes for the full spectrum of organizational forms, ranging from

almost full federal control/presence, (e.g. Special Operating Agencies), to minimal federal control/presence, (e.g. Shared Governance Corporations). The Directorate has specific program responsibility for the oversight of all 46 Crown corporations, including the implementations of the Review of the Governance Framework for Canada's Crown Corporations. The Directorate produces the President's Annual Report to Parliament on Crown Corporations and other Corporate Interests, and is also responsible for the implementation of the Policy on Alternative Service Delivery.

Secretary and Associate Secretaries' Office

The Secretary is the deputy minister who directs the work of the Secretariat and advises the President and the Treasury Board on the organization and management of that part of the Public Service under the Treasury Board's jurisdiction. The Office of the Secretary is responsible for the daily administrative functions of the organization.

Strategic Communications and Ministerial Affairs (SCMA)

SCMA is the focal point in the Secretariat, for ensuring that the President, Secretary and Associate Secretaries and exempt staff are provided with the briefing, correspondence and logistical support related to Treasury Board meetings, parliamentary affairs, Cabinet Affairs and dealings with other government departments and non-governmental organizations. It manages and coordinates the Treasury Board's meetings; coordinates the Secretariat's access to information and privacy activities; tracks and assists in the preparation of replies to correspondence addressed to the President and the Secretary. It also acts as a clearinghouse and maintains the official file for all submissions received by the Treasury Board from all government departments. It maintains tracks and distributes all Treasury Board submissions and cabinet documents and papers from the Privy Council Office to the Secretariat.

SCMA also provides strategic communications advice to the President and the Secretary of the Treasury Board as well as to other branches within the Secretariat. As part of this effort, it provides operational support and professional services in communications, advertising, publishing and public opinion research. Its communicators provide strategic direction through communications plans, write and produce news releases, media lines, speeches and presentations in support

of Secretariat communications. SCMA provides an electronic media monitoring service to the Secretariat through the TBS News Centre, as well as research and analysis of current issues and media trends. Media relations activities are also provided to facilitate the department's communications needs and to address specific questions from national and local media. It also manages and coordinates Parliamentary Affairs activities for the TB Portfolio.

SCMA is also responsible for corporate communications. It provides strategic advice and services in the areas of internal communications, outreach, consultation, publishing, web services and web development. It is also responsible for public enquiries, the fairs and exhibits program and coordinating requests for copyrighted material. It manages the TBS Web site and is the departmental lead on Government On-Line (GOL) and "Common Look and Feel" – (CLF) standards.

SCMA is responsible for Regional Federal Councils and for coordinating the Secretariat's intergovernmental and international relations. SCMA ensures information sharing with key federal, provincial/territorial, national, and international partners and stakeholders to facilitate a more effective, responsive, and integrated approach to developing and delivering federal programs and services throughout Canada. SCMA liaises with the Privy Council Office and other departments on government-wide activities and issues. It also serves, as the Treasury Board policy centre for the Federal Identity Program and the Communications Policy of the Government of Canada.

Transformation Alignment Office (TAO)

In 2005, the Government of Canada launched an ambitious program of internal and external service renewal through a series of initiatives. The initiatives are loosely coupled and led by different departments and agencies, but share a common theme of improved services to Canadians and to the Government of Canada employees who serve Canadians. The initiatives are as follows: IT Shared Services, Service Canada, Corporate Administrative Shared Services, Procurement Reform and Real Property Reform (including Shared Travel and the Government of Canada Marketplace projects). The horizontal initiatives have far ranging implications on a number of fronts, such as quality of service to Canadians, governance, policies, the funding required to start and sustain the initiatives, the employees of the

federal government and when combined, on the operations of individual departments and agencies. All of the above initiatives are government-wide. The purpose of the TAO is to lead an integrated approach to internal and external service transformation across the Government of Canada.

Information Holdings

Program Records

Chief Information Officer Branch

Alignment and Stewardship (A and S)

Description: Information on the Alignment and Stewardship Division (A and S) that provides direction on the sound management of Government of Canada IT/IM assets and expenditures, and ensures the alignment of departmental IT/IM enabled projects and programs with TBS policies and government-wide priorities.

Note: Formerly part of IT/IM Stewardship Division.

Topics: IT/IM Stewardship; IT/IM Assets – Asset Management Systems, Asset Overview, Financial Assets; Stewardship strategies, initiatives and projects (SSIP) – General, Capability maturity model (CMM), Enhanced management framework (EMF), Support to Treasury Board Secretariat (TBS) activities – General, Active Monitoring, Departmental Assessments, Departmental Management Assessment, Departmental project and initiatives. Long term Capital Plans, Memorandum to Cabinet Briefing notes, portfolio teams, program integrity, TBS policies, TBS Submissions, Outcome Management.

Program Record Number: TBS CIO 080

Business and Service Strategies Division

Description: Information on the Business and Services Strategies Division that is responsible for the Government of Canada (GC) Service Policy framework for internal and external services and their delivery, setting government-wide direction for and coordinating external service transformation activities, and citizen-centered research and analysis.

Note: Formerly Policy and Service Transformation Sector and Service Transformation Division.

Topics: PST contracts, division administration, framework and strategy, governance, liaison, core departments and agencies, international, non-core departments and agencies, program/project management, GOL material prior to move to PWGSC, Research and Analysis, communication,

environmental monitoring and research, Service Strategy, Service Delivery – general, improvement – general, facilitation; Service Transformation Business and Service Strategies – general, Service Strategy, Service delivery – general, improvement – general, facilitation; service transformation, service policy.

Program Record Number: TBS CIO 063

Chief Information Officer

Description: Information related to the mandate and functions of the office of the Chief Information Officer (CIO) and the Deputy Chief Information Officer (DCIO) of the Government of Canada.

Topics: Chief Information Officer (CIO) – auditor general report, briefing notes, committees – change management, communications, conferences, meetings, seminars – bilateral, staff meetings, liaison – corporations, companies, firms, group, departments and agencies; organization; plans and programs, presentations – decks, resource centre; Year 2000 (Y2K – departments and agencies; Outcome management; framework and strategy, governance, liaison, international.

Program Record Number: TBS CIO 040

Enterprise Architecture and Standards Division

Description: Information on the Enterprise Architecture and Standards Division (EASD) that provides Government of Canada leadership in architectural design of GC programs, policies and services through a coherent collection of policies, standards, guidelines, frameworks, reference models and support service to ensure the goals of interoperability and common infrastructure.

Note: Formerly Architecture, Standards, and Engineering Division.

Topics: EASD-business plan, CIO tracking, committees and meetings – communications, funding, governance, policies, forums – international, national, liaison-government on-line (GOL), stewardship, status reports, research; Ad Hoc Material, Program Management – General, Architecture Review Board, Core Architecture Team, GOC architectural framework, GOC Standards Framework, architectural review Procedures, S11 requirement process, standards review Procedures, TRA (Threat and Risk Assessment) Procedures, Architecture and Standards Assessment, Architecture and Standards Monitoring; Enterprise Modelling; System Modelling; TBITS; ITS Standards; Architecture – Accessibility, Authentication, Business, Identity Management Information, IT Communications, Operations, Security, Services; architecture Pilots; Common Look and Feel

(CLF) Architectural Requirements; Open Source Software (OSS); COMPASS; Government Services Reference Model; Secure Message Handling Systems (SMHS); Federated Architecture Program; Application Domain Team; Directories Domain Team; e-Forms Domain Team; Messaging Domain Team; Network Domain Team; Security Domain Team; PSEPC interoperability project, IT security secretariat; Business Transformation Engagement Program (BTEP) – General, Planning, Provisioning Services Evaluation, ServicesCommissioning/Change/Decommissioning, Historical; BTEP Program Service Delivery – General, Business Problem Assessment, Transformation Business Case Determination, Vision, Strategic Design Alignment Demonstration, Strategies Formulation, GC Business Design, Transformation Implementation Planning, Service Provisioning Delivery (SPD) – general Service Case Management, Service Environment, Service Configuration, Service Evaluation, Service Planning.

Program Record Number: TBS CIO 002

Information Management Strategies Division (IMSD)

Description: Information on the Information Management Strategies Division (IMSD) including management of information in the Government of Canada the Management of Government Information (MGI) policy and associated standards, guidelines; principles, best practices, governance, and accountability structures. IMSD leads the development of the Government of Canada IM Program to ensure information interoperability in the design of programs and services and maintains an inventory of GC IM initiatives.

Note: Formerly Information Management Division.

Topics: IM strategies and plans services (IMSD) – general, IM community outreach and communications service, MGI policy implementation and compliance support services metadata service, IM program strategic business design service, Framework for the management of information service; Information Policy Division – general, corporate information management; records management.

Program Record Number: TBS CIO 005

Information, Privacy and Security Policy Division (IPSPD)

Description: Information on the Information, Privacy and Security Policy Division (IPSPD), that administers information, privacy, security, identity management, accessibility, and proactive disclosure policies on behalf of the President of the Treasury Board, ensuring consistent application of policies, and providing ongoing advice and

interpretation to institutions. The IPSPD is also responsible for providing interpretation and support of the Common Look and Feel Standards to departments; and the annual update to the Info Source publications.

Topics: ISPD Committees: Communications – Internal, External; Database Management; Plans and Priorities; identity management Projects – TBS Policy Suite Review; Web Site – Access to information and privacy policy, common look and feel, proactive disclosure, security policy; Access to Information and Privacy (ATIP); Acts and Legislation – US Patriot; Federal court cases; Access to Information (ATI) administrative reform (2000–2002) – government response, Institutional annual and statistical reports; Legislative reform – ATIA – section 67.1, Privacy Act; Access to Information 2004 Legislative reform – crown corporations; Advice and Guidance – external, internal; ATIP – Committees – general, ADM Privacy Committee, Internet advisory committee (IAC) Internet forum; Senior ATIP Coordinators Committee (SACC); ATIP Community Development – General, Annual Conference, Awards, Community Meetings, HR Renewal, Training and Development – calendar and notices, institution specific training, lunch and learn sessions, workshops; ATIP – Complaints; ATIP – Cooperation and Liaison – international, federal institutions, specific departments; ATIP – Electronic Management Systems – General, Coordination of Access to Information Requests System (CAIRS); ATIP – Info Source Publications – General, Institutional Chapter Submissions, Sources of Federal Government Information, Sources of Federal Employee Information, Directory of Federal Government Enquiry Points, Access to Information Act and Privacy Bulletin; Program records; ATIP – Personal Information Bank (PIB); ATIP – Policy Development – Access to Information, Common look and feel – general, internet, intranet/extranet, information management, Privacy; Privacy impact assessment (PIA), Proactive disclosure; ATIP – Projects – Info Source Publications Review, consultations, interdepartmental review committee; Social insurance numbers (SIN) and Data Matching; ATIP – general, briefings, and presentations, bulletins, contracts, evaluation, institutions, printing, production and distribution, provinces and other countries, reports; ATIP – Access – general, issues and legislation, register; ATIP – privacy – general, index, issues and legislation; Security – general, business resumption planning (BRP), Implementation, other countries, Personnel

screening – personnel policy branch (PPB), Policy – general, comprehensive; Security – Acts and Legislation – General, Canadian Security Intelligence Service (CSIS) Act – section 29 amendments, Human Rights Act, Security of Information Act (SOIA), Security – Advice and Guidance – External, Internal; Security – Committees – General, Federal Association of security officials, Government Security Policy Steering Committees, Information Technology Standard Committee (ITSC), Advisory committee on physical security (ACOPS); Security – Community development – general, annual conference, departmental security officer (DSO) meetings, security awareness week; Security – co-operation and liaison – federal government institutions, international – general, North Atlantic treaty organization (NATO) Security – Information technology (IT) security – general, public key infrastructure, secure channel; Security – Monitoring and evaluation – general, departmental security office visitations, institutional audits, security audit and self assessment guidelines, security impact analysis studies; Security – Policy and Standards Development – General, Government Security Policy (GSP) 1994; Government Security Policy (GSP) (2002); Security Program/Governance, Sharing of information and other assets, security outside of Canada, contracting, security training, awareness and briefings, identification of assets, security risk management, access limitations, security screening, protection of employees, physical security, information technology, security in emergency and increased threat situations, business continuity planning, investigation of security incidents, sanctions, notification, glossary of terms, agreements, Security – Research and development, Security incidents, training and development.

Program Record Number: TBS CIO 030

Internal Services Modernization Program (ISMP)

Description: Information on the Internal Services Modernization Program (ISMP) that provides policy direction to streamline and standardize business processes, practices, systems, and services to improve the delivery of internal – to government services.

Note: Formerly part of IT/IM Stewardship Division.

Topics: Shared services; Shared Systems (SS) – General, Administrative Systems Steering Committee (ASSC), Liaisons, Shared system policy, Comptrollership shared system domain; HR

shared system domain, IM shared system domain, Shared systems strategy; Horizontal Review, Internal Services Modernization Program (ISMP), IT Shared Services, Corporate and Administrative Shared Services.

Program Record Number: TBS CIO 777

Organization Readiness Division

Description: Information pertaining to the research and analysis of community development in support of government change initiatives that impact the Information Management (IM), Information Technology (IT) and Service Delivery (SD) communities.

Topics: Research and Analysis (RAD – general, communication – environmental monitoring and research.

Program Record Number: TBS CIO 622

Research and Analysis Division

Description: The division leads and manages the research agenda underpinning CIOB priorities such as service transformation, privacy and identity management. It does this by conducting public opinion research studies, secondary research and environmental analysis. The division also fosters and maintains inter-governmental relationships to advance GC interests within CIOB priorities. The division provides analytic capacity and thought leadership based upon its research efforts.

Topics: Public opinion research, service delivery research, service channel research, Government of Canada Internet Panel, Service Value Chain, employee surveys and research, Taking Care of Business, Citizen First, institute for Citizen-Centred Service, Public Sector CIO Council, Public Sector Service Delivery Council, syndicated research studies, Canada Internet Project, Statistics Canada Canadian Internet Use survey, Ekos Rethinking the Information Highway, Clients Speak, and service delivery certification. Research and Analysis (RAD) – general, communication-environmental monitoring and research.

Program Record Number: TBS CIO 877

Strategic Planning and Coordination Division

Description: Information on the Strategic Planning and Coordination Division, which coordinates and supports the work of CIOB interdepartmental committees, CIOB strategic and operational planning exercises, events and liaison services supports the government-wide use of Official Languages in the area of information management and technology, CIOB web content management, and administers the CIOB budget, human resources, and accommodations requirements.

Topics: Strategic planning and coordination (SPC) – committees – General, Advisory committee for Information management (ACIM) architecture review board (ARB), Chief Information Officer Council (CIOC), Electronic service delivery committee (ESDC), GOL Human Resources, GOL Leads, Heads of IT for small departments and agencies, Information Management and Policies Committee (IMPC), Public Service Chief Information Officer Council (PSCIOC), Public Sector Service Delivery Council (PSSDC), Service and Information Management/Information Technology Management Board (SIMB), Service Transformation Committee (STC), TBSAC Information Management Sub-Committee (TIMS); conferences, meetings, Symposia Government – on-line (GOL), Symposia – association of public sector information professionals (DPI), heads of IT Conference, Lac Carling, On-Line Executive Summit, Technology in Government Week (GTEC); Strategic Planning – General, CIOB Business Plans, CIOB Decision Tracking Tool (CDTT), Procedures and Backgrounders, Reports and Statistics; Access to Information and Privacy, associations, clubs, societies, correspondence management, forms management, information management, library services, mail and messenger services, security, translation services, visits and tours, budget, Human Resources Management.

Program Record Number: TBS CIO 175

Technology Strategies (TS):

Description: Information on Government of Canada Technology Strategies (TS) that is responsible for the government of Canada Management of IT Policy and associated application strategies; directives, guidelines, and tools. TS conducts government-wide performance measurement and reporting of GC IT services and expenditures.

Note: Formerly part of IM/IT Stewardship Division.

Topics: Information technology infrastructure library (ITIL), ISS Major Investment Oversight, Office automation (OA) strategy, Strategic management opportunities; Application Architecture, Technology Architecture, Management of IT.

Program Record Number: TBS CIO 424

Climate Change Review and Sustainable Development Sector

Description: The Climate Change Review and Sustainable Development Sector supports the review of climate change programs as well as sustainable development strategies.

Topics: Climate Change Review and sustainable development sector – general; Climate Change Science, Horizontal Policy, Impacts and Adaption, International, Mitigation, Public education and outreach, technology and innovation, sustainable development – general.

Program Record Number: TBS CCRSD 001

Corporate Administrative Shared Services Initiative

Description: The Corporate Administrative Shared Services (CASS) initiative was established to explore the feasibility of adopting a shared services approach to deliver internal corporate and administrative functions – including human resources, finance and materiel management, as well as the information systems and services that support these activities – across multiple government departments and agencies.

Topics: Corporate Administration Shared Services Initiatives – Committees and Working groups, Organization, Plans and programs, Projects, Reports, Research; Finance – Committees and Working groups, Organization, Plans and programs, Projects, Reports, Research; Human Resources-Committees and Working groups, Organization, plans and programs, Projects, Reports, Research; Integration – Committees and Working Groups, Organization, Plans and programs, Projects, Reports, Research; Information, Services and Technology – Committees and Working groups, Organization, Plans and programs, Projects Reports, Research; Material Management – Committees and Working groups, Organization, Plans and programs, Projects, Reports, Research.

Program Record Number: TBS CASS 001

Office of the Comptroller General

Comptroller General

Description: Responsible for co-ordinating organizational and administrative requirements for the Office of the Comptroller General.

Topics: General information relating to Office of the Comptroller General. Committees, boards, panels conferences, symposia, meetings and task forces – Treasury Board Administrative Coordinators Committee (TBACC), federal budget input, strategic and business planning, performance measurement, performance reporting; Forward planning calendar; Liaison – departments agencies, other countries; Organization; Parliamentary matters. Presentations; Reviews audits Strategic planning (key activities); General

information generated by the former Office of the Comptroller General; Auditor general – study of procedures in cost effectiveness (SPICE); Committees; Conferences, meetings and seminars; Parliamentary matters.

Program Record Number: TBS CGO 665

Financial Information Strategy (FIS)

Description: FIS is a long-term, major project consisting of a series of phased initiatives to address the management and provision of corporate financial information. FIS will implement a new model of accounting in government.

Note: Prior to April 2002.

Topics: General information relating to Financial information strategy; Associations and organizations; Conferences – committees – councils – meetings – symposia; Departments, agencies and crown corporations; Reports and plans; Training and development; Functional requirements; Working groups; Systems; Consultants; OCG/FIS and SSC/ FIS Projects.

Program Record Number: TBS CGO 040

Capacity Building and Community Sector

Description: Provides strategic direction and co-ordination of key initiatives for community development and capacity building for the Financial Management and Internal Audit communities. The Sector works with departments to establish departmental audit committees whose members are primarily from outside the federal public service and continue to assist the communities by coordinating recruitment activities, mobility, career progression, training and learning, and professional development.

Note: Formerly Financial Management Community Development.

Topics: General information on the Financial Management and Internal Audit Communities, including training and development, demographic profiles, model organizations, learning initiatives, competency profiles, career path development, recruitment (from the entry level – Financial Officer/ Internal Audit Recruitment and Development – FORD/IARD through to the executive level including Chief Financial Officers/Chief Audit Executives) and recruitment of Audit Committee members; work descriptions; outreach activities such as community events, website development and conferences; and contributing to the establishment of departmental audit committees, Financial Management and Analysis Sector (FMAS) – Accounting practices; Accounting and control of expenditures; Accounting and control

of revenue and accounts receivable – collection of debts due to the Crown-collection methods (revenue guidelines master agreements), deletion of debts due to the crown – standing interdepartmental committee on uncollectible debts, interdepartmental settlements, standing advances; Advice and assistance; Annual Canada/US Colloquium on financial management for national governments; Circular guides and information bulletin maintenance; Claims and ex gratia payments; Classification organization and staffing-staffing and selection; Committees and meetings – branch management team; management committee meeting; Committee management; Conference planning; Conferences meetings and symposiums; Departmental performance report (DPR); External charging policy; FAA and regulations maintenance; Acts – Adjustments of Accounts Act, Financial Administration Act – amendments (prior to 1985); Financial policy development and management; Grants and contributions; International colloquium on financial management for national governments; Liaison; Political donations; Real property community; Special projects management; Terrorism; Training and development; Travel; Government accounting policy – Accounting standards policies and procedures, Accrual budgeting and appropriations, chart of accounts, communications and committees; financial reporting, professional accounting associations, public accounts – capital assets, Canadian Institute of Chartered Accountants/Public Sector Accounting Board (CICA/PSAAC), crown corporations, environmental liabilities – contaminated sites and solid waste landfills, fixed assets, revolving and working capital advances, standing committee on public accounts, superannuation, valuation of recorded assets.

Program Record Number: TBS CGO 005

Financial Management and Accounting Policy Directorate

Description: Provides the policy framework and advice to support modern comptrollership across the Government of Canada in the areas of financial management policies, Financial Information Strategy (FIS), government accounting policies and Treasury Board Accounting Standards, Departmental Financial Statements, management and collection of receivables, external charging.

Note: Prior to reorganization of 2005.

Topics: Alternative service delivery; Banking; Cash management; Cheque issue security and bank losses; Comptrollership; Corporate credit cards; Cost recovery; Crown corporations –

acts, legislation and regulations; Departmental bank accounts; Departmental enquiries; Guide on financial administration for departments and agencies of the Government of Canada; Improvement of management practices and controls; Increased ministerial authority and accountability (IMAA); Pay; Payables at year end (PAYE); Petty cash; Projects; Review of collective agreements; Special Operating Agencies (SOAS); Standard payment period and interest payment policies; Travel; Treasury Board manual on financial management; Treasury Board Accounting Standards (TBAS), Departmental financial statements, – senior management committee; General information on Financial management policy; Advisory services; General information on Accounts receivable – project office (ARPO) – National master standing offer; PCA's; Policy on receivables management – advisory committee, departmental consultations, financial analysis, information sharing, legal authorities, policy chapter; Practitioner's guide; Reports and studies; Voluntary Sector Project Office.

Program Record Number: TBS CGO 585

Internal Audit Sector (IAS)

Description: Through a consultative process with departments, the Sector leads and supports the continuing implementation of the revised Treasury Board (TB) Policy on Internal Audit (IA), which took effect on April 1, 2006, by: providing advice to deputy heads, heads of internal audit, and internal audit practitioners on the implementation of the policy, development of departmental internal audit policies and annual audit plans, and application of professional standards; performing an active monitoring function to provide timely information to Treasury Board on significant issues of risk, control, or other problems with management practices in departments; developing human resources strategies for the internal audit community to support departments in implementing the policy; establishing frameworks to guide on-going evaluation of the effectiveness of this policy; providing assistance to departments in the performance of their internal audit functions; and providing leadership in the support and promotion of the Internal Audit function.

Topics: Internal Audit Sector – Active monitoring; Audit related ATIP issues; Audit reports summaries and internal audit report, departmental audits plans – summaries analysis, departmental liaison – visits and advice; Business case review; Certification of pension funds; Commissioner of the Environment and Sustainable Development;

Committees and meetings – Public Accounts Committee (PAC); Communications plan; Community Development – classification, competency profile, demographic profile, learning strategy, liaison with departments and agencies, teaching institutions (colleges, universities, etc); Comptrollership community network; Conferences presentations workshops seminars and communications; Evaluation framework; Grants and contributions; AD/OCG internal audit manual; Liaison – companies corporations firms, departments and agencies, foreign countries, provinces and territories, societies, institutes, organizations; Office of the Auditor General; annual audit of the office of the Auditor General; Policy interpretation – exposure drafts, guides, interpretation bulletins, studies; Recruitment; Research projects; Risk based audit frameworks; Strategy plan; TBS portfolio team – liaison, reports; Transfer policy and practitioners guide; Website.

Program Record Number: TBS CGO 020

Risk Management Directorate

Description: Information and interpretation of the Treasury Board's policy on risk management and the Integrated Risk Management Framework including understanding, managing and communicating risk. Stewardship and proactive leadership of Integrated Risk Management Framework implementation; strategic advice and guidance to government departments and agencies on the application of an integrated approach to risk management; assistance in building and strengthening federal risk management capacity.

Topics: General information relating to risk management; Strategic overview; Committees and councils; Risk management policy; Integrated risk management – framework development and implementation; Centre of expertise decks and presentations; TB policies and guidance; RMD initiatives projects and contracts; TBS initiatives and projects; Departments and agencies; Risk management training; Associations organizations and companies; Conferences seminars, workshops and symposiums; Countries; Provinces and territories; Management of risk – Compensation/restoration, underwriting.

Program Record Number: TBS CGO 670

Financial Systems Acceptance Authority to Directorate (FSAAD)

Description: The FSAAD seeks to support and assist the comptrollership systems community in achieving its objectives and plans, and in

accomplishing specific government-wide objectives related to comptrollership systems by facilitating progress, overcoming barriers to success, and identifying and facilitating opportunities to reduce costs and improve productivity; and by influencing the strategies, plans and direction of the community. FSAAD's role is to ensure that the Office of the Comptroller General meets the needs and expectations of departments and agencies, and of its various partners such as Human Resources Branch and the Chief Information Officer Branch, in the evolution of shared administrative systems in the Government of Canada.

Topics: Financial systems acceptance authority directorate (FSAAD) – Clusters – AMMIS, D-CDFS (Common Departmental Financial System), Freebalance, GX, IFMS (Integrated Financial Management System), Peoplesoft, SAFAG (Small Agencies Financial Action Group), SMS (Salary Management System); Committees – internal TBS and external government wide; Projects – horizontal projects – application service provider, common business number, electronic supply chain, government travel modernization, grants and contributions, interdepartmental settlements, secure channel; Integrated financial and materiel system (IFMS) program.

Program Record Number: TBS CGO 025

Corporate Priorities and Planning Sector

Comptrollership Modernization Directorate

Description: To support the Comptroller General in leading modernization by implementing the recommendations of the Report of the Independent Review Panel on Modernization of Comptrollership in the Government of Canada from the Panel; develop integrated initiative along four main elements: financial and non-financial performance information, integrated risk management, values and ethics, and appropriate control systems; provide support for modernization efforts of organizations and individuals; work with external parties to forge alliances; work with other central agencies to create meaningful incentives for excellence and remove unnecessary barriers and burdens; support committees that will provide direction and stamina to the modernization efforts including: secretariat support for Modernization's governing bodies: ADMs' Comptrollership Council (CC); Standards Advisory Board (SAB); Small Agency Modernization Council; and DGs' working group; and develop and support the new Management Accountability Framework.

Topics: Comptrollership modernization office; Action plan – reports, status of exercises, summary analysis, tools and guidance – Awards and recognition; Capacity assessments – reports, status of exercises, summary analysis, tools and guidance; Committees and councils; Communication – database, newsletter, website, work plan; Departmental liaison and partners; Evaluation and reporting; Funding – comfort letters, deliverable tracking, department/agency fund request, launch letter and responses, national master standing offer (NMSO) management, templates and forms, vote 10 allotments, Governance – Agency Heads Modernization Committee (AHMC), comptrollership council (CC), Modernization Task Force (MTF), Small Agency Modernization Council, Standards Advisory Council; committees and meetings; Key projects and initiatives; Learning; Conferences, colloquiums, symposia and seminars; Pilot phase-results statements, evaluation, lessons learned; Projects – proposals, reports, summary analysis, themes; Report on state of modern comptrollership–departmental performance reports (DPR), annual reports; Work plan; Directing and sustaining mechanisms; Initiatives; Key group/partners in modernization; Substance – capacity (common learning priorities for the Comptrollership community); standards.

Program Record Number: TBS CPP 010

Management Accountability Framework (MAF) Directorate

Description: MAF is a vision for management excellence that supports strengthened management capabilities in departments and agencies. MAF is also an instrument of comprehensive management assessment that supports both Deputy Minister's (DM's) in the management of their departments and Treasury Board in its responsibilities for modernized oversight. In addition, MAF assessments contribute to public accountability on the state of management across government. MAF supports the vision of modern, integrated, fully effective federal organizations by providing a government-wide management standard. The MAF Directorate is responsible for the continuous improvement of the MAF, its measures, findings and application, and for its integration into the management culture. The MAF Directorate is engaged in three key commitments and broad areas of work: DM's oversight and departmental management practices are enhanced through better understanding, ownership and use of MAF; TBS' oversight

is strengthened through better indicators of management performance, processes for assessing performance and capacity to analyze, interpret and apply findings; TBS' contribution to departmental and government-wide management performance is enhanced through the application of its MAF findings to decision-making by the Secretariat, Privy Council Office, Treasury Board, Cabinet and departments.

Topics: General information on MAF and management accountability; MAF indicators and ratings; MAF Maturity Model; Framework for tracking the performance of Public Service management government-wide; MAF assessment process and bilaterals; MAF Presentations; MAF analysis; MAF Communications; MAF workshops; Enhancements to MAF database; learning and training, reporting; MAF Directorate Management; Bilaterals-secretary's visits-analysis-ranking, follow-up letters, letters to DM, schedules, profiles; Assistant secretaries' visits – analysis-ranking, follow-up letters, letters to DM, Schedules, profiles; Decks, presentations, workshops, DM forum, Executive Committee (Exco), seminars, conferences, colloquiums and symposia; Expectations, indicators, development and integration; Learning, Canadian School of Public Service (CSPS); Results and reporting.

Program Record Number: TBS CPP 001

Policy Renewal Directorate

Description: The Policy Renewal Directorate (PRD) is responsible to establish a renewed, streamlined and consolidated Treasury Board Policy Suite. Policy frameworks provide the architecture for the renewed Policy Suite. The PRD is also responsible for coordinating all aspects of policy development within the Treasury Board (TB) Portfolio. As such it gives strategic policy advice and support to TB Portfolio policy centres, through development of tools, templates, lexicons, communications products, editing services, presentations, and learning events. The Directorate provides overall project management, planning and reporting, and serves as the secretariat to the Policy Renewal Senior Management Committee and the Policy Renewal Steering Committee. The Directorate also provides regular updates on policy renewal to TBS' EXCO and the Policy Oversight Committee.

Topics: Policy Renewal Directorate – general; Committees-EXCO; Committees – Policy Oversight Committee (POC); Committees – Senior Management Committee (SMC); Committees – Steering Committee (SC); Communications

and Editing; Framework – Assets and Acquired Services; Framework – Enterprise Service Delivery; Framework – Financial Management; Framework – Foundation; Framework – Information Technology Stewardship; Framework – Official languages; Framework – People; Learning Events; Lexicon, Dictionary, Definitions; Planning and Reporting; Presentations and Speeches; Research.

Program Record Number: TBS CPP 002

Strategic Planning

Description: Provides direction, co-ordination and implementation of TBS's Strategic Planning agenda and initiatives, focused on three core areas: Strategic analysis – ensuring corporate priorities, strategies and plans are developed, implemented and reported upon also overseeing the management of the annual TBS Planning and Reporting cycle; Corporate and Portfolio Coordination – facilitating an effective governance structure that supports TBS corporate decision-making and implementation of corporate priorities through support to internal, portfolio and external committees; and Learning and Knowledge Management-enhancing core learning and knowledge management effectiveness across TBS.

Topics: Strategic planning – general; TBS RPP, RBP DPR, business planning; strategic analysis corporate and portfolio coordination, Integrated Management Agenda; Committees and meetings – general, executive committee, senior management committee, policy committee, management committee; planning network, staff meetings; Strategic planning cycle; Strategic planning results framework; Briefing books to secretary/president; Conferences, meetings, seminars; Committees, EXCO, Internal Audit and Evaluation Committee (IAEC), Management and Infrastructure Committee (MIC), Policy and Oversight Committee (POC), Portfolio Committee (PC), Treasury Board Strategy Committee (TBSC), Service Transformation Advisory Committee (STAC), Treasury Board Sub-committee on Service Canada (TB SE); Corporate roles/responsibilities; Departmental performance report (DPR); Environmental scanning; TBS forward agenda; Government-wide roles/responsibilities – CCMD internal services roundtable; Learning and knowledge management; Program activity architecture (PAA); Strategic planning cycle; Strategic planning/results framework; Secretariat to secretariat; TBS reports on plans and priorities (RPP).

Program Record Number: TBS CPP 275

Strategic Policy

Description: Strategic Policy provides integrated policy advice and leadership on matters of strategic importance to the Secretary, President and Treasury Board. It maintains a comprehensive body of knowledge on advancements, trends and pressures in public sector management. The division provides leadership on both the development of strategic policy and the delivery of strategic initiatives. Leadership in strategic policy includes the development of proposals and implementation plans for advancing the government's management agenda, observing new developments in public sector management, surveying best practices internationally and developing strategic networks with public policy experts across government and academia.

Topics: Policy and integration; Corporate – TBS policies; Directed research-international public service reform, Canadian public management; Engagement strategy; Forward TBS agenda; Improved reporting; Governance; Management issues; Ministerial accountability review teams; Modern management framework; Policies; Policy framework; Policy network; Policy review; Special projects; Reports and presentations; TB policy agenda. Accountability in government; Committees; Federal Accountability Act; Organization.

Program Record Number: TBS CPP 595

Economic Sector

Description: Provides advice to senior management and Treasury Board Ministers on a broad range of policy and program design issues and financial and management practices. The sector is divided into three divisions; Agriculture, Fisheries and Natural Resources; Industry, Science, Regional Development and Regulatory Issues; and Environment and Transport. The sector is also the focal point for the TBS Sustainable Development strategy.

Topics: Administration; Active monitoring; Annual Reference Level Updates (ARLU); Audit and evaluation; Business plan; Climate project office; Classification of Accounts/Allotments; Committees; Conferences, meetings and seminars; Corporate plans for crown corporations; Corporate management group; Departmental Projects; Departmental Performance Report; Estimates; Expenditure Review Committee; Expenditure management; Financial assistance; Financial Reviews; Financial management and comptrollership issues; Financial Services;

Government wide initiatives – climate change, sustainable development, cities; water, biotechnology; Grants and Contributions; Learning and knowledge management; Long Term Capital Plans; Main estimates; Management Accountability Framework; Operating budgets; Organization; Plans and programs; Planning, Reporting and Accountability Structure (PRAS); Program Activity Architecture (PAA) Policy, Program Integrity; Program Review; Programs and expenditure proposals from departments and agencies; knowledge management group; Report on Plans and Priorities; Regulatory issues; Treasury Board initiatives; Revenue Retention; Studies and surveys; Supplementary Estimates; Treasury Board initiatives; Treasury Board submission coordination; Year 2000. Main estimates; Multi-year operational plans (MYOP) – spring; New expenditure management system (NEMS); Corporate management; Departmental Projects; Increased ministerial authority and accountability (IMAA).

Program Record Number: TBS ECO 001

Expenditure Management Sector (EMS)

Expenditure Analysis and Compensation Planning Division (EACPD)

Description: The Expenditure Analysis and Compensation Planning Division is responsible for carrying out research and analysis on expenditure trends to support expenditure planning, resource allocation and decision-making. The division is also responsible for research and analysis to support federal government compensation planning and collective bargaining.

Topics: Expenditure Analysis and Compensation Planning Division (EACPD) – capital analysis, classification costing, committees and councils, compensation – Canadian forces – RCMP, external surveys, pension and benefits, research development, EMIS, Compensation – Salary, compensation policy, data and statistics, employment analysis, expenditure reviews, fiscal analysis, horizontal expenditure analysis, Human resources analysis, lapse analysis, liaison-consultants, departmental data requests, embassies, internal Treasury Board data requests, provinces and territories; negotiations, operating budget analysis, pay equity, programs, public accounts, personnel cost analysis, special studies and other surveys, transfer payments Universal Classification Standard (UCS) analysis – 5k.

Program Record Number: TBS EMS 115

Expenditure Management

Description: The Expenditure Management Sector (EMS) provides a central focus within the Treasury Board Secretariat (TBS) for the functions that support and strengthen the TBS's role in the government's broader expenditure management system. The work of EMS covers the entire expenditure management cycle – from expenditure analysis, forecasting and expenditure management strategies, policies and operations through to results-based budgeting, evaluation, strong integration role in planning and coordinating the expenditure management initiatives and providing a whole-of-government perspective on matters related to direct program spending and management of reserves. The sector has responsibility to develop the expenditure management information system (EMIS) to its full maturity and for implementation of the Management Resources and Results Structure Policy.

Topics: Expenditure Management Sector – general, accrual budgeting, budget office, committee, communications, conferences, meetings, seminars, staff meetings, TB meetings; expenditure management system (EMS), organization, plans and priorities, procedures and guidelines, questions period (QP) cards resources/reallocation/reporting requirements/PRAS, expenditure management operational policy division (EMOPD), accrual budgeting, annual state of the A base report, coordinating committee of deputy ministers (CCDM) budget, changes to the form and content of the estimates – planned spending vote/TB vote 5, communications, expenditure review committee; operating principles to guide TB and TBS, organization of economic cooperation and development (OECD), reallocation, reporting to Parliament and Canadians, reserve management, roles and responsibilities, stewardship coordination, expenditure management review (EMR) – general, communications, Departmental 2003 – Fisheries and Oceans, Justice, Statistics, PWGSC; Horizontal 2003 – biotechnology, Canadian Heritage Culture Capital Asset Management, common infrastructure and service delivery, public security and anti-terrorism; meetings, process and planning, TB and cabinet training; Expenditure Policy Analysis and Information (EPAI) committees – coaches corner; active monitoring – cb coordination centre.

Program Record Number: TBS EMS 014

Expenditure Management Information System (EMIS)

Description: The Expenditure Management Information System (EMIS) is a government-wide

information system that will align information on the federal government's policies, planned and actual expenditures and the results being achieved with those expenditures based on the MRRS Policy. EMIS will provide both the information and analytical tools to support budget planning and reporting for effective expenditure management.

Topics: Expenditure Management Information Systems (EMIS) – business services, project management office, information management and information technology, management and administration, testing and quality assurance.

Program Record Number: TBS EMS 643

Expenditure Operations and Estimates Division (EOED)

Description: Preparation of Annual Reference Level Updates; Production of Reports on Plans and Priorities, including related guidelines; main Estimates and Supplementary Estimates, Management of TB Allotments; Improve Reporting to Parliament; Review and analysis of TB Submissions and recommendations to the Treasury Board. Co-ordination of the annual Public Accounts exercise with PWGSC. Recommendations for Allocations from central government votes.

Topics: Estimates production group (EPG), committees – government operations and estimates committee, sub-committee on estimates, distribution lists and contracts expenditure management systems group (EMSG), business case, business project improvement (BPI), project plan, proof of concept (POC), software, system functionality, expenditure operations division (EOD), allotments, annual reference level update (ARLU), departmental performance reports (DPR), governor general special warrants, improved reporting to parliament (IRPP), main estimates, parliamentary committees, planning, reporting and accountability structure (PRAS), points or order, reports on plans and priorities (RPP), supplementary estimates, A, B, C, D, E, supply; TB Vote 5, Treasury Board Government Contingencies, Treasury Board New Government initiatives, TB Vote 10 – Treasury Board New Government Initiatives, TB Vote 15 – Treasury Board Collective bargaining, training, vote wording, year end and operating budget carry forward,

Program Record Number: TBS EMS 575

Expenditure Policy Division

Description: The Expenditure Policy Division focuses primarily on the development of proposals to reform the Expenditure Management System to improve resource allocation and to support the priority setting and budget processes.

Topics: Expenditure Policy Division (EPD) – accrual budgeting, Expenditure Management System (EMS), fall report, Organization of Economic Cooperation and Development (OECD).

Program Record Number: TBS EMS 033

Expenditure Strategies Division

Description: The Expenditure Strategies Division is responsible for providing a whole of government view of expenditure management issues through liaison within the Secretariat and across other central agencies, including, playing an internal challenge function on expenditure management issues; timely provision of accurate expenditure framework data to the annual Budget process; credible strategic and consistent advice on reserve management (including Compensation Reserve), with provision of regular and accurate status reports, and a coordinating role for central budget reallocation exercise.

Topics: Expenditure strategies division (ESD); capital; compensation and classification; employee benefits plan (EBP); Expenditure framework; expenditure management information system (EMIS), program activity architecture (PAA), expenditure management reviews, expenditure reductions, federal budget; cuts and realignment, Pressures, Reserves (except compensation), Reprofitting; Revolving funds; statutory program, quasi-statutory; lapse analysis, price/workload and program integrity, branches and sectors, intergovernmental budget conference (August 2002), year 2000 (Y2K),

Program Record Number: TBS EMS 010

Results-Based Management Directorate

Description: The Results-Based Management Directorate is a key player in bringing the Results for Canadians agenda to ground. Government policy centre on results-based management. Provision of advice and assistance to departments and agencies on results-based management. Centre of Excellence for Evaluation providing leadership on the evaluation policy, standards and community development.

Topics: Results Based Management Directorate – collective results, Departmental results accountability/departmental performance reports; Electronic performance information access; Improved reporting to parliament; Planning and accountability structure (PRAS) and charts of key results commitments (CKRC's); President's report MFR Societal indicators; Audit evaluation and reviews; General information on Centre of Excellence for Evaluation Division (CEED), Business cases; Canadian evaluation society

national capital chapter; Committees – Senior Advisory Committee; Communications; Community development, Departmental evaluation plans, Departmental evaluation reports; Evaluation community development advisory committee; Evaluation community meetings, evaluation Policy development, Financial management institute, Good practices guides, Government on line (GOL), Government Operations, Internal audit; Internship program; Mid and senior level training and development program; Office of the Auditor General: Portfolio teams/departamental evaluation and audit operations; professional development, Program integrity, Public consultations, Resource study, Results for Canadians, Results oriented government, Results-based management and accountability frameworks (RMAF), Special projects and strategies, Standards for evaluation; Web site; Results management strategies division – General material relating to results management strategies; Communication and learning events, Parliamentary Reporting and Accountability (PRA) Division; Canada's performance; Committee management; Corporate management; EAP meetings; Horizontal management; Parliamentary engagement; Horizontal reporting; Results based management research; seminars; social union framework (sufa); Strategic planning; improved reporting to Parliament.

Program Record Number: TBS EMS 055

Government Operations Sector

Government Operations and Services Directorate

Description: Information on the analysis and recommendations provided to Treasury Board to assist it in decisions on departmental business plans, the main and supplementary estimates.

Topics: Administration and Financial Management Annual Reference Level Update (ARLU); Auditor General Report; Audit and evaluation; Business plans/Corporate plans; Committees; conferences meetings and seminars – retreats; Classification of Accounts/Allotments, Departmental Performance Report (DPR); Departmental Management Assessment (DMA); Expenditure Review Coordination (ERC) – procurement reform, real property transformation, Service Canada, shared travel services; Evaluations; Human resources; Organization; Perspective documents; Plans and programs; Planning, Reporting and Accountability Structure (PRAS); Price and workload adjustment; Program integrity; Program Sector Competency Profile Project; programs; Regulatory; Public

Service Modernization Act Implementation (PSMAI), Report on Plans and Priorities (RPP), Small Agencies-database, agenda to strengthen small agencies, ERC institutional governance, heads of IM/IT, issues, orientation of heads of agencies, personnel advisory group (PAG), small agencies administrator network, small agencies-finance action group (SAFAG), risk assessment of small agencies; Supplementary estimates; Departmental Projects; Program Activity Architecture (PAA); Management, Resources, Results Structure (MRRS); Management Accountability Framework (MAF) Obsolete – Year 2000 (Y2K) – ADM working groups, committees, communications, Department of National Defence; federal provincial issues – regional visits, industry readiness, international readiness, legal implications, emergency planning.

Program Record Number: TBS GOS 001

Governance Directorate

Description: The Governance Directorate is primarily responsible for achieving, across the Secretariat, a greater and more effective integration of a government-wide issues Particularly as they relate to Governance. The directorate is central to the development of governance tools to identify major risks to sound management of public institutions, their expenditures and to the integrity of existing programs and activities within and across those institutions. The directorate is primarily responsible for initiatives related to the governance regimes for the full spectrum of organizational forms, ranging from almost full federal control/presence, (e.g. Special Operating Agencies, to minimal federal control/presence, (e.g. Shared Governance Corporations). The Governance Directorate has specific program responsibility for the oversight of a number of Crown corporations, as well as policy oversight of all 46 Crown corporations, including the implementation of the Review of the Governance Framework for Canada's Crown Corporations and other Corporate Interests, and implementation of the Policy on Active Monitoring, is also responsible for the implementation of the Policy on Alternative Service Delivery.

Note: Formerly Management Strategies Division.

Topics: Governance Directorate – general, (MSD), business plans; departmental assessments, departmental management assessments, departmental performance reports (TBS), program integrity – round 1, round 2, report on plans and priorities, Governance unit (GOV) – alternative service delivery (ASD) – communications,

community, outside federal communities, options – agencies, contracting out, crown corporations, foundations, other delivery, partnerships, shared governance corporations, policy, practices, resources and events; crown corporation policy (CPP) – accounting/financial issues, administrative policies, auditing issues, central agencies forum, conferences and seminars, corporate form – creation of new entities, departmental corporations, exempt corporations, missed and joint enterprises, corporate governance, corporate plan process, corporation issues, environment, endangered species, environmental assessment, environmental protection, Financial Administration Act (FAA), regulations, 2004 governance review, guidelines, house of commons standing committees, housing, legal opinions, legislative amendments, official languages, president's annual report to parliament, public policy purpose mandate review, regulatory amendments, taxation, trade, agreement on internal trade (AIT), Central American four (CA-4), Free Trade Area of the Americas (FTAA), North American Free Trade Agreement (NAFTA)-ups challenge, Singapore Free Trade Agreement (FTA), World Trade Organization (WTO), bylaws, briefings-financial institutions and associations, international, provinces, small agencies – database, agenda to strengthen small agencies, heads of agencies, Small Agencies Administrator Network, Small Agencies Finance Action Group (SAFAG), risk assessment of small agencies.

Program Record Number: TBS GOS 005

Alternative Service Delivery

Description: Alternative Service Delivery (ASD) refers to the organizational dimension of government service delivery i.e. the creation of appropriate organizational forms that improve service delivery to citizens and increase performance. It has two dimensions: one relating to the establishment of new organizational “spaces”, either within or outside the public sector, in order to improve service delivery and organizational performances. The second refers to the bringing together of organizations either across department or between jurisdictions in partnerships, international public management innovations.

Topics: International Programs, Bilateral Agreements, Visits; Corporate; Directed Research; International Institutions; International Perspective/Picks; Liaison – Other Government Departments; Employee database.

Program Record Number: TBS GOS 590

Investment, Project Management and Procurement Policy Division

Description: Development and interpretation of policies and guidelines on investment planning for major assets and acquired services, procurement acquisition approaches for goods, services and construction.

Topics: Procurement and project management policy (PPMPD); Bid depositories; Committees, councils, conferences, meetings, seminars and symposiums – standing committee on National Defence and Veterans Affairs; Consulting and professional services – architectural and engineering services contracts; central inventory of management consultants, consultants and consulting services contracts, reports; Contracting – advance Contract Award Notices (ACANS); bonds securities holdbacks, commission of inquiries and royal commissions, comprehensive land claims, British Columbia treaty commission claims, Yukon First Nations, self-government agreements; – Construction – dredging, repairs renovations and overhauls; Contract claims and disputes; Increased Ministerial Authority and Accountability; Indemnification in contracting; Intellectual property; Liaison with associations; Proactive Disclosure; Tenders; Treasury Board advisory committee on contracts (TBACC); Year 2000 compliance project; Contracting for goods – National Defence; Contracting for services – advertising and public relations, Cleaning services, Education and training, Fee guidelines, Films, television and theatre, former government officials, health and medical services, personal service contracts, protection services, reporting requirements (project headcount), transportation services, Policy suite renewal; Procurement reform; Procurement review – Canadian Annual Procurement Strategy (CAPS), Procurement Policy Advisory Committee (PPAC), Procurement Review Committee (PRC), Procurement Strategy Committee (PSC); Temporary help services; Trade agreements; Tenders for Contracting.

Program Record Number: TBS GOS 045

Professional Development and Certification Program for the Procurement, Materiel Management and Real Property Community

Description: The Program Management Office is responsible for providing strategic direction and leadership in managing the development and implementation of a Professional Development and Certification Program for the Procurement, Materiel Management and Real Property Community in the federal government.

Topics: General information relating to the Program and the Community; Learning Toolkit – Program Learning Framework, Core Competency Profile and web-based Assessment Tool; Program curriculum – Outline and Continuous Learning Course Catalogue; Committees – Professional Development Advisory Committee (PDAC) and Continuous Learning Working Group (CLWG); Certification Component – Standard of Competencies; Demographic Study; Program Manual; Application and Maintenance Handbook.

Program Record Number: TBS GOS 555

Risk, Procurement and Asset Management Policy

Description: Provides strategic leadership to government departments, other central agencies and the Treasury Board Secretariat on all matters related to risk management, procurement and asset management, including real property and moveable assets.

Note: Prior to 2002.

Topics: General information relating to Risk Management and Asset management Policy; Conferences, meetings and symposiums.

Program Record Number: TBS GOS 015

Project Management

Description: Develops, interprets and provides advice on policies for project management and provides policy advice to program sector analysts on submissions for preliminary and effective project approval.

Topics: Project management – Government interests in the private sector; Procurement review; Project approval; Selecting preferred procurement strategies; Major Crown projects – policy development; CF-18 system engineering support; Equipment – armoured vehicle general purpose; Canadian Patrol Frigate Program; Class VIII Icebreaker (polar); Destroyer Life Extension Project (delex), intelligence and security complex (isx), Kenya energy program, Leopard tank; long range patrol aircraft (CP-140), medium logistic vehicle wheeled (mlvw); military and operational support trucks (most) project; mobile satellite program (msat); new fighter aircraft (CF-18); North Atlantic Treaty Organization (NATO) airborne early warning (aew) and control systems; purchase and use of solar heating program; radar modernization program (ramp); Radar satellite (radarsat); 'R' class icebreaker; regional operations control centres (rocc), remote Manipulator System (CANADARM) – National Research Council (NRC); Search and rescue satellite (sarsat); Small Arms Replacement Program (SARP); Strategic

Automated Message Switching Operational Network (SAMSON); Terminal Radar and Control Systems (TRACS); Tribal Class Update (TCUP) (TRUMP); Water bombers (CL-215); Facilities – inmate accommodation program; Maduru Oya reservoir complex; Mirabel; Montreal Major Area Postal Plant (MAPP); Place Guy Favreau; Prairie Branch Lines Rehabilitation Program; Rideau Centre; Ridley island – coal or grain terminal, Saint-Jean Megaplex; Toronto Major Area Postal Plant (MAPP); NATO Flying Training in Canada (NFTC); Non-traditional MCP's; Project leaders; Long term space plan; Equipment – Pan African Telecommunications network (panafitel).

Program Record Number: TBS GOS 076

Real Property and Materiel Policy Division

Description: Information on holdings of federal departments and Crown corporations in Canada and abroad. Information on committees, guidelines, best practices, frameworks, strategies and research related to federal real property management. Treasury Board policies and guidelines in relation to the management of materiel including the planning, acquisition, use and disposal of materiel assets. Treasury Board policy and guidelines on the provision of central administrative services to federal departments and agencies by common service organizations.

Topics: General information relating to real property management; Committees; Custodians; Newsletters circulars and information bulletins; Portfolio management – capital project expenditure freeze; urban/regional overviews; Aboriginal issues-disposal of surplus federal real property in context of aboriginal issues; Best practices; Conferences, meetings, workshops, seminars; Federal contaminated sites assessment initiative; Frameworks and guidelines; Legislation Federal Real Property and Federal Immovable Act; National executive forum on public property (NEFPP); Professional development; Queen's University project course; Shared systems; Studies, surveys, evaluations and monitoring; conferences; Information systems-contaminated sites, information on active monitoring, completeness and accuracy process, computer logs, custodians, geographical information system (GIS), letters and forms, manuals, projects and requests for information – Directory of real property management active monitoring on completeness and accuracy process, computer logs, custodians (departments agencies and crown corporations); FIS validation-contracts, custodians, Information systems, meetings, reports and statistics, Office of

the Auditor General; real property lexicon, requests for information and web maintenance: TBS forums. Portfolio management – General information relating to materiel management; Alternative fuels; Committees, Common services; Disposal; Executive vehicle; Fleet management; Materiel management; Motor vehicle; Assignment and guidance services; Special Operating Agencies.

Program Record Number: TBS GOS 655

Real Property Policy and Regulations

Description: Information on central policies, legislation and regulations governing federal real property.

Topics: Real property policy; Accessibility; Administration; Contaminated sites management framework; Disposal of surplus federal lands; Environment; Fire protection, investigation and reporting; Heritage; Investment; Long term capital planning; Management framework; Monitoring guide; Open and fair transactions; Revenue; Smoking in the workplace; Studies surveys evaluations and monitoring; Transaction processes; Use of facilities. Policy and services accommodation planning, regulations and general authorities.

Program Record Number: TBS GOS 650

International Affairs, Security and Justice Sector

International Affairs, Security and Justice

Description: Information on the analysis and recommendations provided to the Treasury Board to assist it in decisions on departmental business plans, the main and supplementary estimates, Access to Information Act, the Privacy Act and the Security Policy. The International Affairs, Security and Justice Sector includes the following divisions: International Affairs, Immigration and Defence Division, Justice and Security Division. Also included is the Public Safety and Anti-Terrorism portfolio.

Topics: International Affairs, Security and Justice Sector, organization, committee, conferences, meetings and seminars – retreats, plans and programs; Government of Canada Workplace Charitable Campaign (GCWCC); Canada in the world project; International tagging; Administration and Financial Management Issues; Annual Reference Level Update (ARLU); Departments Annual reports; Auditor General Report; Departmental Audits; Business plans/Corporate plans; Classification of Accounts/Allotments, Departmental Performance Report

(DPR); Management Accountability Framework; Departmental Management Assessment (DMA); Evaluations; Financial pressures; Governor General Warrants; Human resources; Organization; Plans and programs; management, Resources and Results Structure; Program Activity Architecture; Planning, Reporting and Accountability Structure (PRAS); Program integrity; Report on Plans and Priorities (RPP), Supplementary estimates.

Program Record Number: TBS IASJS 001

Labour Relations and Compensation Operations (LRCO)

Collective Bargaining (CB)

Description: Information on agreements made in writing entered into under the Public Service Labour Relations Act between the Treasury Board of Canada Secretariat on one hand and a bargaining agent on the other; includes any amendment to such agreements containing provisions on the terms and conditions of employment and related matters.

Topics: Negotiations; Two-tier bargaining; Third party proceedings; Categories and groups – up to 1986, postal operations group, as of 1987; negotiations as of 1997–present; Collective agreements; compensations allowances; Cost of living allowances; Master agreement bargaining; Outside collective bargaining; Pay implementation; Pay Research Bureau – reports and surveys, Reports and statistics; third party proceedings; Unions; compensation information – collective bargaining – reports, personnel management information systems (pmis) – attendance, leave overtime and shiftwork system (ALOSS), extra duty reporting system (EDRS), incumbent system, leave reporting system (LRS); compensation information – reports, requests – TBS; compensation and statistical analysis (CSA) – occupational categories and groups; compensation valuation and comparison – outside practices, valuation – application, implementation; (PE) pay equity – communications, complaints, interest, joint union/management initiatives – committees, investigation, management position, questionnaires – by case number, newspaper and journal articles, reference documents, tribunal (PSAC versus TBS).

Program Record Number: TBS LRCO 480

Corporate Liaison and Strategic Management (CLSM)

Description: Information on a broad range of Human Resources and Labour Relations policies and programs; coordination of separate agency (i.e. FAA, Schedule V) collective bargaining

mandates – information on National Joint Council; Coordination of PSMA initiatives and Labour Relations Polices.

Topics: Committee and councils – National joint council – grievances, standing committees; NJC-NJCTCS National joint career transition committee secretariat; NJC – National joint council secretariat-annual fall seminar, annual fall seminar, annual planning retreat, constitution and by-law, council proceedings, dental care plan board of management, executive committee, foreign service directives committee, government travel committee, isolated posts and government housing committee, joint career transition committee (JCTC), occupational safety and health committee, official languages committee, public service health care plan, service wide committee on occupational health and safety, social justice fund (SJF), work force adjustment committee; Separate agencies – Canada Customs Revenue Agency (CCRA), Canadian food inspection agency, Canadian institutes of health research (CIHR), Canadian nuclear safety commission (CNSC), Canadian security intelligence service (CSIS), communication security establishment, national capital commission, national energy board (NEB), national film board, national research council, natural sciences and engineering research council (NSERC), non-public funds, office of the auditor general of Canada, office of the superintendent of financial institutions, parks Canada agency (PCA), public service staff relations board (PSSRB), social sciences and humanities research council, statistical survey operations (SSO); separate employers – crown corporations, other government agencies; review of policy instruments: Strategic compensation Management; pay equity – communications, complaints, interest, joint union/management initiatives – committees, investigation, management position, questionnaires – by the case number, newspaper and journal articles, reference documents, tribunal.

Program Record Number: TBS LRCO 100

Excluded Groups and Administrative Policies (EGAP)

Description: General information about the Excluded Groups and Administrative Policies (EGAP).

Topics: Excluded groups and administrative policies-administration, budget; Employer Policies (EP) – charitable campaigns, clothing conferences and conference centres, Foreign service – committees – Interdepartmental Committee on External Relations (ICER), commonwealth

secretariat (Excluding non-rotational assignments), directives – committees, heads of posts directives, individuals-deletions, official hospitality directive, posts-indices, revisions, locally-engaged staff, military (excluding indo-china regulations), non-rational assignments, outside practices, government housing – charges, national defence, hospitality; isolated posts – allowances, committees, isolated posts locations, membership fees, parking charges – departments, agencies and crown corporations submissions, grievances, survey of core area parking, relocation-appointees, group move, disposal and acquisition of accommodation, family separation and house-hunting trip, incidental expenses, integrated relocation program (IRP), shipment of effects, special applications – National Defence, Royal Canadian Mounted Police, Special situations, services, staff relations – collective agreements and interpretations, taxis, travel – accommodation, commercial transportation – commercial air-first class, employee-driven vehicles, exceptions to the policy, meals and incidentals, National Joint Council Committee, special travel authorities, special travel situations, travel agencies; Exempt and excluded classes – categories and groups, commissions and boards, departments, agencies and crown corporations, ministers' exempt staff; fees; organization for economic co-operation development (oecd); pay plans-administration, performance pay; risk management – volunteers; separation pay; Workforce Adjustment (WFA) – National Joint Council (NJC).

Program Record Number: TBS LRCO 085

Labour Relations Operations (LRCO)

Description: General information on labour relations.

Topics: General information relating to Labour relations; Advisory committee on labour management relations in the federal public service; Canadian human rights commission; consultation and planning – departmental consultation, union consultation; human rights – conferences; human rights complaints – age, colour, disability, multiple grounds, potential, race, sex, sexual orientation; (OHS) Occupational health and safety – campaigns, Canada Labour code part II, committees, conferences meetings and seminars, department with delegated responsibility, departmental programs, employee assistance program, fire protection, first aid, government employees compensation act, guides, procedures, standards, Health evaluations, health units, investigation – studies – surveys – audits, publications, reports

and statistics, seminars, smoking in the workplace, training, use and occupancy of building, workers compensation pay; pay-(PA)-pay administration – associations (unions), committees, labour disruptions (strikes), monitoring – reports and statistics, pay administration coordination section (PACS) – pay system – development – projects, operations and maintenance, task forces and study groups – pay study task force (1976), training and development, transfer or responsibility (1977–37) – implementation, policy interpretation – allowances – entitlement codes, allowances and extra duty, deductions – deduction codes, guides and manuals, regulations and procedures, salaries and compensation; Payroll deductions – check-off of union dues – public service alliance of Canada; public service staff relations act – review – finkleman study; public service staff relations board; reference of questions of law or jurisdiction; adjudication – individual cases – section 92-old system, reference to chief adjudicator under section 98 and 99, requests for review under section 27, safety officer under part II (formerly part IV) of the Canada Labour code, section 18 application of federal court act; certification – establishment of bargaining units, managerial and confidential exclusions – reports and statistics, safety and security designations – section 79; complaints; discipline – discharges and suspensions; disputes and strikes – legal proceedings, illegal proceedings-prosecution; grievances – departments, agencies, crown corporations; informatics – administrative and operations; interpretation; risk management – legal; statistics and surveys; training and communications; union dues.

Program Record Number: TBS LRCO 435

Human Resources Management

Description: General information on personnel policy.

Topics: General information on Human Resources management; Advisory committee on Labour Management Relations in the Federal Public Service (Fryer Committee); Human Resource Development Council Secretariat; Business/operational planning; Office Management; National Joint Career I Transition Committee Secretariat; Departmental service – Departments and agencies.

Program Record Number: TBS LRCO 275

Labour Relations and Compensation Operations

Description: General information on Human Resources.

Topics: Human resources; Personnel security; Policy development and co-ordination – Public Service 2000 – White Paper, task forces; Acts and Regulations; Audits; Committees – Cabinet; Communications; Conferences, meetings, seminars and symposiums; Decentralization and relocation; External liaison; Incentive programs – Innovative management practices – new technologies; Manuals; Personnel management – departmental plans and programs, evaluations; Public sector compensation restraint Task forces; Treasury Board submissions; Work environment design; Human resources management accountability; Human resources council; Planning; Employee performance appraisals; Human resource management policy and system, Multi-Year Human Resource Plan (MYHRP); Information and Informatics Services – Committees and Council, Compensation, Conferences, meetings and symposiums, Informatics, Negotiations, Projects and studies, Public Service 2000; Personnel administration group – committees.

Program Record Number: TBS LRCO 165

Human Resources Policies – Personnel Management Manual 1982–1990

Description: Information on general policies and requirements in Personnel Management.

Topics: Personnel Management Manual (PMM 1982–1990) Employees Services, Superannuation procedures; Isolated Posts Directive.

Program Record Number: TBS LRCO 360

Human Resources Policies – Treasury Board Manual (TBM) Human Resources Component 1990–1997

Description: Treasury Board policies and guidelines on human resources management.

Topics: Classification, Compensation, Employee Services, Executive Group, Foreign service directive, Human Resources, Insurance and Related Benefits, Isolated Posts Directive, Occupational Safety and Health, Pay Administration, Staff Relation, Training Guide.

Program Record Number: TBS LRCO 175

Human Rights Complaints

Description: Information relating to Canadian Human Rights Commission Complaints.

Topics: General material on risk management; Canadian Human Rights Act, commission, tribunal; Human rights complaints, age, colour, conviction for an offence for which pardon has been granted, disability, family status, marital status; national or ethnic origin, race, religion, sex, sexual orientation, multiple grounds, potential; Conferences; Legal

risk management; Risk management committee, communications, reports.

Program Record Number: TBS LRCO 003

Project Management Internal Service Transformation (PMIST)

Description: Information pertaining to the Project Management Internal Service Transformation.

Topics: Project Management Internal Service Transformation.

Program Record Number: TBS LRCO 432

Pensions and Benefits Sector

Pensions

Description: Information on pension schemes that the Government of Canada provides, administers and contributes to on behalf of persons in the federal Public Service, Members of Parliament, and employees engaged locally at Canadian foreign posts; general information on pension matters and social security benefits.

Topics: Pensions; Agencies and corporations; Canada Pension Plan – Committees; Canadian Armed Forces Superannuation Act; Canadian government annuities; Conferences and Seminars; Diplomatic Service Superannuation Act; Foreign countries; Governor General's Retiring Annuities Act; Judges Act; Lieutenant Governors Superannuation Act; Litigation; Locally engaged employees-contributory pension regulations, (non-contributory) pensions regulations, social security, separate pension plans; Members of Parliament Retiring Allowances Act; Pension Benefits Standards Act; Provincial; Public Sector Pension Investment Board Act; Public service pension reform – 1998; Public Service Superannuation Act – Agencies and corporations, Communications, Contributory Status, Elective service, Financial, Newfoundland employees, Pilotage authorities, Privatization, Public Service Pension Adjustment Act 1959, Reciprocal Transfer Agreements – cities, Crown corporations, hospitals, Indian pension Plan Funding (IPPF) Program, provinces, universities), Retirement benefits, early retirement, Early Retirement Incentive (ERI) Program, Correctional Service Canada early retirement arrangements, Supplementary Death Benefits, Survivors' benefits; Withdrawal of entities; Royal Canadian Mounted Police Superannuation Act – Pension Continuation Act; Special Retirement Arrangements Act; Statute Law (Superannuation) Amendment Act; Supplementary Retirement Benefits Act; Social Security, Canada Assistance Plan, family allowances, foreign countries, income security –

veterans, old age security – Pension Benefits Division Act.

Program Record Number: TBS PBS 380

Insurance Benefits Programs

Description: Information on benefit programs for employees and pensioners of the federal government.

Topics: Insurance benefits program: Acts and regulations; Blue Cross; Canadian Armed Forces; Dental care – administrative arrangements, Canadian Forces/Royal Canadian Mounted Police dependants (CF/RCMP) 55777/55888/55999, collective bargaining – Public Service Alliance of Canada (PSAAC) 55666, employee paid dental plan, National Joint Council (NJC) 55555; Disability insurance – enrolment, participation, eligibility and membership, financial, long-term disability, publications, Royal Canadian Mounted Police; Employee Benefit Survey; Public Service health Care Plan (PSHCP) – Benefits – hospital expenses (including outside Canada), major medical expenses, Committees, Coverage, Financial, Quebec-bill 33 universal drug plan/ Régime d'assurance-maladie du Québec (RAMQ); Nova Scotia/Pharma care program; High risk travel compensation program; Hospital insurance (outside Canada) plan – payments, liability and compensation claims; Locally-engaged employees health insurance – United States of America (Sun life plan); Locally-engaged employees life insurance – United States of America; Maternity/ parental leave and allowances; National Joint Council Standing Committee on Health Insurance Programs; Outside practices; Program forecasts and estimates; Provincial and Territorial health insurance plans – provincial health insurance cost-sharing; Provincial, territorial and federal taxes on group benefit plans; Public Service Management Insurance Plan (PSMIP) – benefits – long-term disability, board of trustees, eligibility, financial: Sick leave program; Slain on duty; Unemployment Insurance; Workers' Compensation – Government Employee Compensation Act.

Program Record Number: TBS PBS 375

Insurance Benefits Programs on Pensioners Dental Services Plan

Description: Information on the dental services plan effective January 1, 2001 for pensioners of the federal government.

Topics: Pensioner's dental services plan; Administration of the plan; Administrative services only (ASO) – contract administration; Board; Committees; Communications about the plan; board and rules; Tendering process I – request for

proposals (RFP) A956357; Tendering process II – request for proposal (RFP) A0556001; Tendering process III – request for information (RFI) 24062-040277.

Program Record Number: TBS PBS 520

Secretary and Associate Secretary's Office

Description: General information about strategic direction to the Secretariat.

Topics: Secretary and Associate Secretary's office – general; Committees; Conferences, meetings, seminars and symposia; Organization; Chief Information Office; Office of the Comptroller General; Corporate Services; Economic Sector; Expenditure Management Sector; Government Operation Sector; International Affairs, Security and Justice Sector; Labour Relations and Compensation Operations; Legal Services; Policy and Reporting Review Project; Social and Cultural Sector; Strategic Communication and Ministerial Affairs; Expenditure and Management Review (EMR) Biotechnology, biotech analysis, department and corporate documents, biotech draft departmental analysis and working sheets- (EMR) Canadian Heritage cultural capital asset management, data gathering and working documents, final report, submission, précis, and associated documents, meetings and interviewed summaries, presentations and supporting documentation, questionnaire responses and analysis, resources and references; EMR Fisheries and Oceans Canada, planning documents, departmental and corporate information, terms of reference, background decks and information management accountability framework, final decks, TB submission and précis; EMR Justice, cost recovery for legal services, federal prosecution service, grants and contributions, legal risk management, management frameworks, mandate, planning and report, policy and legislation; EMR Public security and anti-terrorism; EMR Public Works and Government Services – general, common service operations and corporate support, compensation, programs and services, organizational structure, management capacity, mandate, real property, receiver general, supply operation, telecommunication and informatics; EMR Statistics Canada, terms of reference, final report, executive summary, Treasury Board submission, statistics Canada's program spending, management capacity, service delivery: interrelationships with key clients, census of population, relevance to Canadians, supporting documentation; Expenditure Review Committee (ERC Coordination; Departments

and agencies reviews; Government Operations Reviews (GOR), capital asset management, public service compensation and comparability, corporate and administrative services, professional services, information technology use and management, service delivery infrastructure, federal institutional governance, legal services; ERC Governance; ERC Horizontal policy and programs; ERC Professional and special services.

Program Record Number: TBS SEC 002

Social and Cultural Sector

Social and Cultural

Description: Analysis and recommendations provided to the Treasury Board and Treasury Board President regarding expenditure management and reallocation proposals, new policy proposals, new program proposals or program changes, management accountability framework, the oversight of Crown corporation activities, and the Main and Supplementary Estimates. The Social and Cultural Sector deals with departments, agencies and Crown corporations involved in Aboriginal issues, health, culture, parks, heritage, human resources and skills development; social development, veterans and housing.

Topics: Briefing books; CCMD meetings; Citizen engagement; Ekos research; Plans and programs; Public dialogue project; Quality of life issues; question period (QP) cards; Results measurement and reporting issues; Retreats; Speeches; Annual Reference Level Updates (ARLU) Administration, financial management issues; Business plans; audits; Corporate Plans Capital and operating budgets; Classification of accounts/allotments; Communications; departmental performance report (DPR); Committees; Conferences, meetings and seminars; Evaluation; Human resources; Increased ministerial authority and accountability (IMAA); Multi-year operational plans (MYOP) – spring; New expenditure management system (NEWS); Planning, reporting and accountability structure (PRAS); Program Integrity; Report on Plans and Priorities (RPP); Supplementary Estimates.

Program Record Number: TBS SCS 001

Policy and Service Transformation Sector

Description: Information on the three main streams of activities in the sector: information management, policy (privacy, security, information, proactive disclosure) and service transformation.

Topics: PST contracts, division administration, framework and strategy, governance, liaison –

core departments and agencies, international, non-core departments and agencies, information management, Program/project management, GOL material prior to move to PWGSC.

Program Record Number: TBS CIO 999

Strategic Communications and Ministerial Affairs Sector

External Relations or Regional Communications

Description: It promotes the development of regional communications capability through the Regional Communications Group of the Government of Canada which establishes a pan-Canadian approach to communicating the policies and priorities of government while taking into account their context and regional concerns.

Topics: External Relations (ER), regional communications.

Program Record Number: TBS SCMA 112

Federal Councils and External Relations Division

Description: Provides national secretariat support to the 13 Regional Federal Councils of senior federal officials, and facilitates liaison among Councils and with appropriate departments and agencies regarding Council activities and initiatives. Supports and coordinates the Secretariat's intergovernmental relations by coordinating the Secretariat's federal-provincial-territorial activities. Provides a window on the world of public sector reform and innovation by managing international bilateral agreements, international visits, memberships and networks to support policy priorities; develops and shares knowledge of international public management innovations and best practice; and ensures consistency and coherence to TBS international activities. Manages TBS external relations and partnerships to provide integrated support for corporate directions. Liaises with external-to-TBS stakeholders on issues related to public management/public administration.

Topics: Federal Councils and External Relations (FCER) general; TBS representatives to Regional Federal Councils (RFC): Regional Federal Council Chairs' meetings; Regional Federal Councils' Annual Report; Regional Federal Council funding; Regional Federal Councils' mandate, role and governance; Regional Federal Council Executive Directors' meetings; Human Resources issues; Regional visits; Strengthening federal presence in the regions; Federal Regional Presence initiative; Federal-provincial-territorial relations;

intergovernmental affairs; Alberta; British Columbia; Manitoba; Northwest Territories; Nova Scotia; New Brunswick; Newfoundland; Nunavut; Ontario; Prince Edward Island; Quebec; Saskatchewan; Yukon; Bilateral agreements – general, United Kingdom, France; Directed Research – general; international public services reform; Canadian public management; International Perspectives newsletter and presentations; International Institutions – general; Organization of economic co-operation and development; Commonwealth association for public administration and management; International institutẽ of administrative sciences; International public management innovations; International relations; Liaison – Other Government Departments – general; partnership for international cooperation; Visiting delegations and exchanges – general; conferences. Federal Councils and external relations; Biographies; Briefing notes and presentations; Briefing notes for TBS representatives, covering memo; Chairs' meetings; Council annual Report; Council funding; Councils' mandate, role and governance; Directors' meetings; Emergency management; Federal identity program (FIP) and regional councils; Guidelines; HR action fund framework – general, strategic plan; Human resources issues, gap analysis, Training; International institutions, Commonwealth Association for Public Administration management membership (capam), International Institute of Administrative Sciences Membership (IIAS), Organization for Economic Co-operation and Development (OECD), International perspectives letter; International relations office; Joint Career Transition Committee (JCTC); Liaison – Bilateral agreements, France, United Kingdom, United States of America; Liaison, corporate roles/responsibilities-federal/provincial/territorial (deputy ministers) (ministers) management boards, other government departments – partnership for international cooperation, visiting delegations and exchanges – conferences; Visits abroad; Organization; Reference documents; Regional visits: Regulatory affairs; Strengthening government of Canada presence in the regions; TBS briefing notes for regional councils; Alberta; Manitoba; New Brunswick; Newfoundland; North West Territories; Nova Scotia; Nunavut; Ontario; Pacific; Prince Edward Island; Quebec; Saskatchewan; Yukon.

Program Record Number: TBS SCMA 015

Media and Parliamentary Relations

Description: Information on media clippings and broadcast synopses, on-going updates

and maintenance of TBS Intranet News Centre, transcripts, media analyses and public opinion surveys on a range of issues of direct interest to the TB Portfolio, advice on media relations issues, develops and implements short-term communications and media relations products and activities, media request database.

Topics: Issues Management, Auditor General, Gomery commission-commission of inquiry into the sponsorship program and advertising activities; Interdepartmental communications; media relations; Parliamentary and cabinet affairs – Administration, Briefing notes, Cabinet affairs – committees – House of Commons, Senate.

Program Record Number: TBS SCMA 035

Office of the Assistant Secretary

Description: Is responsible for providing general support and advice on overall TBS communications and on repositioning the TBS to support the TB in its role as management board.

Topics: Office of the Assistant Secretary – Artwork and negatives; Auditor General requests; Books and publications; Committees; Common Look and Feel Project (CLF); Communications; Conferences, meetings, seminars; Government On-line project (GOL); Organization; Treasury Board policies; Chief Information Officer Branch; Corporate Services Branch; Economic Sector; Expenditure Management Sector; Expenditure Operations and Reporting; Expenditure Policy and Analysis (EPA); Government Operations Sector; Labour Relations and Compensation Sector; Information services; Infrastructure National Office; International Affairs, Security and Justice Sector; Legal Services Branch; Office of the Comptroller General; Social and Cultural Sector.

Program Record Number: TBS SCMA 600

Parliamentary Affairs

Description: Information on Parliamentary affairs, support to the President in preparing for QP, co-ordination of briefing material by the TB Portfolio for the President and liaison with parliamentary committees.

Topics: Parliamentary Affairs – general, administration, briefing notes, house cards.

Program Record Number: TBS SCMA 020

Corporate Communications

Description: Responsible for corporate communication advice and services. Departmental lead for Government On-Line, Manages TBS Web site information and portals. Manages public enquiries, including the departmental telephone line, TTY service, and electronic correspondence

sent to the corporate Web site. Provides strategic internal communications support. TBS Publishing authority and Crown copyright coordinator.

Manages TBS advertising activities and the departmental fairs and exhibits program.

Topics: Corporate communications; Advertising; Internet mail; Publishing.

Program Record Number: TBS SCMA 006

Communications Policy and Federal Identity Program (FIP)

Description: Treasury Board policy centre overseeing government-wide implementation of the Federal Identity Program (FIP) and the Communications Policy of the Government of Canada. Advises and supports the President and Secretary of the Treasury Board in their responsibilities for each policy. Provides interpretation and advice to assist departments and agencies in meeting policy requirements. Monitors policy compliance, conducts policy reviews, sets performance indicators for the communications function, and reports on findings. Sets performances, indicators, and provides tools and methodology for the communications function across government to measure its performance and strengthen its results based management. Provides guidance on best practices in government communications. Prescribes standards for the use of government's official symbols across corporate (or visual) identity applications. Enforces legal protection of the Government of Canada's official symbols and trademarks.

Topics: Corporate Identity and Communications Policy, Performance measurement framework; communications, publishing, copyright; Federal Identity Program, application and implementation, field surveys, associations and organizations, Departments and agencies; Visual identity, Canada Wordmark.

Program Record Number: TBS SCMA 040

Strategic Communications

Description: Develops, implements and supports external communications and public relations activities. It provides strategic communications advice to the President, the Secretary and other Senior Managers as well as to departmental officials. The key functions carried out by the unit include strategic communications advice and planning, public environment research, advice on publication production, development of communications products for internal and external distribution, speechwriting for the Minister and the Secretary, French editing services, consults with the Privy Council Office and other Federal

government departments on government-wide initiatives.

Topics: Strategic communications; backgrounders, biographies, business planning, communication plan, generic messages, media analysis; media clippings; media lines; news releases, presentations, president messages, procedures, questions and answers, speaking notes and speeches.

Program Record Number: TBS SCMA 030

Strategic Communications and Ministerial Affairs (SCMA)

Description: Responsible for Strategic Communications and Ministerial Affairs – including management of the annual TBS planning and priority setting cycle. Responsible for committee secretariats.

Topics: Strategic Policy and Communication – organization, communications, committees, conferences and seminars, information services.

Program Record Number: TBS SCMA 077

Submission and Cabinet Document Centre

Description: Submissions to the Treasury Board of Canada, Treasury Board submissions and related documents are confidences of the Queen's Privy Council and excluded from purview of the Access to Information and Privacy Acts.

Topics: Submission and Cabinet Document Centre; Expenditure review committees.

Program Record Number: TBS SCMA 941

Transformation Alignment Office

Description: The purpose of this office is to lead an integrated approach to internal and external service transformation across the Government of Canada. More specifically, the office will: support Government of Canada governance during the transformation implementation, ensure alignment of the initiatives' plans and priorities, monitor the overall Government of Canada capacity for effective transformation, monitor and develop strategies to mitigate risks, adverse implications and impacts on the public service, service delivery and the fiscal framework, provide advice on policies, business models, guidelines and direction that may be needed to enable the transformation by the leadership group.

Topics: Transformation Alignment Office – General, Accountability Framework, Briefing notes, Business Plan, Committees, funding, Organization, Progress Report, Initiative – Corporate Administrative Shared Services (CASS); Initiative – Information Technology (IT) Shared Service (ITSS); Initiative – Procurement; Initiative – Real Property.

Program Record Number: TBS TAO 001

Obsolete Program Records

Access to Information Review Task Force

Description: Information relating to the work and administration of the Task Force, including the Terms of Reference of the Task Force.

Topics: Act – Administration; Committees – Assistant Deputy Minister Advisory Committee, External Advisory Committee; Communications – Briefing Notes, House Cards, Media Coverage, Press Releases, Speeches; Consultations – Departmental, Private Enterprises, Provincial Governments, Public; Correspondence – Incoming, Outgoing, Reports and Recommendations; Research; Submissions – Acknowledgements, Relating to the Act; Terms of Reference; Other Jurisdictions – Countries, Provinces; Questions and Answers; Much of this information is available on the Task Force web site at www.atirtf-geai.gc.ca.

Program Record Number: TBS CIOB 001

Obsolete Primaries

Description:

Topics: Post Y2K – Post Implementation Assessment Reports, departmental readiness group (DRG) project completion, government on-line (GOL), planning presentations, reports, Y2K expenditures. Y2K learning models; Year 2000 (Y2K) – departments and agencies; Policy and service transformation (PST) – framework and strategy, governance, liaison-core departments and agencies, international; CPR – communication – general, departmental (internal), international and domestic delegations, media lines, question period cards (QP cards) and questions and answers (Q & A's), public products; internet – general, intranet, procedures, public service, reports and statistics, strategic plans, world-wide web (WWW).

Program Record Number: TBS CIO 040

Program Branch

Description: General information on the analysis and recommendations provided to the Treasury Board to assist it in decisions on departmental business plans, the main and supplementary estimates.

Note: Old Files from the obsolete Program Branch.

Topics: Agencies and departments; briefs from outside organizations; business plans, annual reference level update (ARLU) and main estimates; policy and expenditure management system pertaining to economic sector, foreign and defence policy sector, government operations sector, social and cultural sector; supplementary estimates;

parliamentary matters; persons – years; capital plans and project analysis.

Program Record Number: TBS GOS 275

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Automated Document, Records, Information Management Systems

Budgets

Buildings

Buildings and Properties

Business Continuity Plans

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Personal Information Banks

Applications for Employment

Description: This bank serves to maintain an inventory of applications from individuals requesting employment with the Treasury Board Secretariat. These requests usually consist of a letter containing information such as name, address, education and experience. These applications are screened if positions become available.

Class of Individuals: Individuals requesting employment with the Treasury Board Secretariat.

Purpose: This bank holds applications of individuals requesting employment with the Treasury Board Secretariat.

Consistent Uses: The bank is used to review applications of individuals requesting employment with the Treasury Board Secretariat when positions become available.

Retention and Disposal Standards: Records are retained for two years and then destroyed.

RDA Number: 98/005

Related PR#: TBS ADM 920

TBS Registration: 001956

Bank Number: TBS PPU 020

Educational Leave/Co-Op Replacement Program (EDCO)

Description: This bank contains personal information such as name, address, telephone number, social insurance number, classification, department, employment and educational history, curriculum vitae, transcripts, letters of offer of employment, and salary.

Class of Individuals: A first group consists of federal government employees in finance, internal audit, human resources, and information technology that have been granted departmental full-time educational leave. A second group is made up of Co-op students from Canadian universities who are assigned to participating departments.

Purpose: The bank maintains an inventory of participants and co-op students for general administration purposes.

Consistent Uses: The bank is used for statistical purposes and human resources planning.

Retention and Disposal Standards: Retention and disposal standards will be established when a new Records Disposition Authority is received from Library and Archives Canada.

RDA Number: Under development.

Related PR#: TBS PBS 380

TBS Registration: 005047

Bank Number: TBS PPU 035

Financial Officer/Internal Auditor Recruitment and Development (FORD/IARD)

Description: This bank contains personal information such as name, address, telephone number, social insurance number, language, employment equity, employment history, classification, education, curriculum vitae and interview assessment.

Class of Individuals: Recent University graduates applying as participants to the FORD/IARD Program through the Public Service Commission Post-Secondary Recruitment Campaign.

Purpose: The bank maintains an inventory of qualified university graduates to fill entry-level financial officer and internal auditor positions in departments and agencies across the federal government.

Consistent Uses: The bank is used for the recruitment, appointment, training and general administration of the FORD/IARD program. It is also used for historical and statistical purposes.

Retention and Disposal Standards: Records on participants are retained for three years and then destroyed. Retention and disposal of records on recruitment, screening process and rejected applications will be established when a new Records Disposition Authority is received from Library and Archives Canada.

RDA Number: Under development.

Related PR#: TBS LRCO 432

TBS Registration: 005048

Bank Number: TBS PPU 030

Access to Information Act Requests

Description: This bank contains the requests under the Access to Information Act submitted by individuals to access records under the control of the Treasury Board of Canada Secretariat; the replies to such requests; and any other information relevant to the processing of the requests.

Class of Individuals: Individuals requesting access to certain documents or files of the Treasury Board Secretariat.

Purpose: This bank was compiled to maintain records of requests for access to information and to facilitate processing of such requests.

Consistent Uses: The information is used to process requests and for research and statistical purposes.

Retention and Disposal Standards: Records are retained for a period of two years after the last administrative action has been taken, after which records are destroyed.

RDA Number: 98/005

Related PR#: TBS SCMA 005

TBS Registration: 001953

Bank Number: TBS PPU 005

Consultations of the Independent Expert Panel on Federal Non-Regulatory Laboratories

Description: This bank describes the personal information of individuals as it relates to consultations led by the Independent Expert Panel (IEP). The personal information may include individuals' names, postal and email addresses, telephone and fax numbers, names of the organizations represented and views and opinions.

Class of Individuals: Members of the public and representatives of industry, academia and the government of Canada's science community who have provided input to the consultation process.

Purpose: The IEP may use the opinions and views submitted by individuals to formulate recommendations and provide a report to the President of the Treasury Board on Transferring the Management of Federal Non-Regulatory Laboratories. If required, the IEP may follow up with some respondents to seek clarification on submissions or further input from the individuals or the organizations they represent.

Consistent Uses: Information may be used for statistical and auditing purposes.

Retention and Disposal Standards: It is proposed that records be retained for 10 years after the report has been "tabled" and then destroyed once the RDA has been established.

RDA Number: Under development.

Related PR#: TBS GOS 590

TBS Registration: 007057

Bank Number: TBS PPU 015

Privacy Act Requests

Description: This bank contains requests under the Privacy Act submitted by individuals to access records under the control of the Treasury Board Secretariat, the replies to such requests and any other information relevant to the processing of the requests.

Class of Individuals: Individuals requesting access to certain documents or files of the Treasury Board Secretariat.

Purpose: This bank was compiled to maintain records of requests for access to personal information and to facilitate the processing of such requests.

Consistent Uses: The information is used to process requests and for research and statistical purposes.

Retention and Disposal Standards: Records are retained for a period of two years after last administrative action has been taken, after which records are destroyed.

RDA Number: 98/005

Related PR#: TBS SCMA 005

TBS Registration: 001954

Bank Number: TBS PPU 010

Personal Service Contract

Description: This bank contains contracts placed, types of services rendered length of contracts and amount of money expended. The bank contains the contracts and supporting documents.

Class of Individuals: Individuals hired under personal service contracts by the Treasury Board Secretariat.

Purpose: The purpose of this bank is to provide data on the number of contracts and amount of money expended.

Consistent Uses: This bank is used for internal reference. It may also be used for statistical research purposes and for planning, implementing and evaluating government policies.

Retention and Disposal Standards:

Administrative records are retained for a period of six fiscal years after completion and non-renewal and then destroyed. Records on personal service contracts procurement policy are retained for a period of 10 years and then transferred to Library and Archives Canada; excluding those records relating to Departments and Agencies, which are retained for 10 years and then destroyed.

RDA Number: 91/009

Related PR#: TBS GOS 045

TBS Registration: 001955

Bank Number: TBS PPU 015

Public Enquiries

Description: This bank contains the names and/or e-mail addresses and/or telephone numbers of individuals who have submitted comments or questions using the departmental telephone line, email address or feedback form on Treasury Board of Canada Secretariat's Intranet/Internet sites; the responses to such comments/questions and any other information relevant to the processing of these comments/questions. Only point of entry information will be maintained in this Bank. Information may exist in other Banks as the responses are processed, these responses will be retained according to the appropriate response Banks.

Class of Individuals: General public and federal employees.

Purpose: This information is compiled in order to process the comments/questions received and to track the responses given. In addition, the information is made available to Treasury Board Secretariat personnel and other government Departments or Agencies as required in order to provide a response to the inquiry and for the purpose of improving service to our Web site clientele.

Consistent Uses: The information will be used by various members of the department who are responsible for maintaining pages on the Treasury Board Secretariat Web sites. It may also be used to produce statistical reports and for planning, implementing and evaluating TBS communications.

Retention and Disposal Standards: 2 years and then deleted.

RDA Number: Under development.

Related PR#: TBS SCMA 006

TBS Registration: 005073

Bank Number: TBS PPU 050

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning (BCP)

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrongdoing in the Workplace

Personnel Security Screening

Relocation

Security Video Surveillance and temporary Visitors

Access Control Logs and Building Passes

Travel

Manuals

- Federal Identity Program Manual
- Financial Information Strategy Accounting Manual
- Personnel Management Manual (PMM) 1982–1990 (28 Volumes)
- Treasury Board Manual (TBM) 1990–1997 (25 Volumes)
- Treasury Board Manual Access to Information Volume 1993
- Treasury Board Manual Privacy and Data Protection Volume 1993

Reading Room

The departmental library has been designated as a reading room in accordance with the Access to Information Act. The address is:

140 O'Connor Street, 11th Floor
Ottawa, Ontario

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Inquiries for general information about the Treasury Board of Canada Secretariat and its function may be directed to:

Treasury Board of Canada Secretariat
Corporate Communications
L'Esplanade Laurier, West Tower
300 Laurier Avenue West, 10th Floor,
Ottawa, Ontario K1A 0R5

Email: info@tbs-sct.gc.ca
Telephone: 613-957-2400
Toll Free: 1-877-636-0656
TTY: 613-957-9090
Facsimile: 613-998-9071
Internet: www.tbs-sct.gc.ca

Note: Strategic Communications and Ministerial Affairs (SCMA) is responsible for processing requests received under the Access to Information Act and Privacy Act only for records held by the Secretariat. These requests should be forwarded to the:

Access to Information and Privacy Coordinator
Strategic Communications and Ministerial Affairs
Treasury Board of Canada Secretariat
L'Esplanade Laurier, East Tower
140 O'Connor Street, 8th Floor
Ottawa, Ontario K1A 0R5
Telephone: 613-946-6260
Toll Free: 1-866-312-1511

Trois-Rivières Port Authority

Chapter 174

General Information

Background

The Trois-Rivières Port Authority was created on May 1, 1999 by letters patent issued on that date by the Minister of Transport pursuant to Section 8 of the Canada Marine Act. Therefore, the Trois-Rivières Port Authority is a Canadian Port Authority and an agent of Her Majesty in right of Canada within the framework of the Canada Marine Act.

Before May 1, 1999 the Trois-Rivières Port Authority was a non corporate port within the meaning of the Canada Ports Corporation Act and was called the «Port of Trois-Rivières».

Responsibilities

The Port of Trois-Rivières contributes to the implementation of a National Marine Policy that provides Canada with the marine infrastructure that it needs and that offers effective support for the achievement of local, regional and national social and economic objectives and will promote and safeguard Canada's competitiveness and trade objectives.

Navigable waters under the jurisdiction of the Trois-Rivières Port Authority as well as federal real property under its management and other federal real property occupied or held by it are listed in Schedules «A» and «B» to its letters patent.

The Trois-Rivières Port Authority has the powers of a natural person and its authority to operate a port is limited to the power to engage in port activities related to shipping, navigation, transportation of passengers and goods and handling of storage of and goods, to the extent that those activities are specified in the letters patent and other activities that are deemed in the letters patent to be necessary to support port operations.

Among its rights and obligations the Trois-Rivières Port Authority must see to the management of federal real property and personal property and any rights related thereto. It may set the fees to be paid in respect of ships, vehicles, aircraft and persons coming into or using the port and the goods and services it provides or any privilege conferred by it. As for order and safety, the Trois-Rivières Port Authority shall take appropriate

measures for the maintenance of order and the safety of persons and property in the port.

Legislation

- Canada Marine Act, S.C. 1998, chapter 10
- Port Authorities Management Regulations
- Letters Patent of the Trois-Rivières Port Authority
- Port Authorities Operations Regulations

Organization

Chief Executive Officer

As the individual responsible for the institution, the Chief Executive Officer performs all the rights and duties related to this office pursuant to the Access to Information Act.

Operation

The Director of Operations plays a role in the planning, organization and control of the port. He must ensure the control, the completion and supervision of various port-related projects, prepare calls for tenders and review submissions for these projects and finally act as technical advisor to the CEO. He must also prepare, review and control regular maintenance schedules, select, assess and direct the technical staff under his supervision. He is also responsible for the Environment and Harbour Master Departments.

Finance

The Director of Finance, is responsible for financial and personnel operations; the preparation of the business plans and budgets, their administration and maintenance budgets in cooperation with the Director of Operations. He is also responsible for personnel information.

Information Holdings

Program Records

Business Information

Description: Documentation on economic and business forecasts, cargo overview and other business information.

Topics: Statistics; forecasts, cargo; rates.

Program Record Number: TRPA COM 005

Engineering

Description: Documentation on planning, design, construction and maintenance of facilities.

Topics: Construction supervision; consultant management; research; plans; submissions; work authorizations; inspections; progress reports and payments.

Program Record Number: TRPA ING 010

Legal Affairs and Secretariat

Description: The Canada Marine Act established a new environment and a new way of doing business for ports. As Port Authority, the TRPA has the necessary tools to conduct its business affairs in a commercial, efficient and timely manner. The TRPA has much greater autonomy and flexibility to operate according to business principles and to make investment decisions to the port's overall benefit.

Topics: Law and regulations, legal affairs, committees.

Program Record Number: TRPA AJ5 040

Marketing

Description: Documentation on the marketing plan and research in this field. Analysis of business and financial data required for the development of marketing plans.

Topics: Research; studies; surveys; inquiries; reports; cost analysis; storage and packaging of cargo; traffic; statistics.

Program Record Number: TRPA MAR 015

Property

Description: Information relating to the administration of the Authority's property, property leases, licences and easements.

Topics: Leases, payment in lieu of taxes, insurance, easements.

Program Record Number: TRPA PRO 035

Corporate Plan

Description: Documentation on the corporate plan.

Topics: Guidelines; assessment; research; forecasts; data and cost analysis.

Program Record Number: TRPA ENT 020

Security

Description: Material and information on accidents and investigations.

Topics: Incident reports, assessment of information and reports.

Program Record Number: TRPA SEC 025

Tariffs

Description: Material on tariff setting and revision.

Topics: Harbour dues; berthage and wharfage; remittals; notices.

Program Record Number: TRPA TAR 030

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Audits

Budgets

Buildings

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Human Resources

Lands

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Training and Development

Utilities

Particular Personal Information Banks

Applications for Employment

Description: This bank contains applications received by the Trois-Rivières Port Authority.

Class of Individuals: General public.

Purpose: This bank is used to fill certain positions in the Port of Trois-Rivières Authority for which applicants have suitable qualifications.

Consistent Uses: To provide a record of the information and documentation used in staffing positions.

Retention and Disposal Standards: Records are retained for six months and then destroyed.

RDA Number: 98/005

Related PR#: TRPA PRN 920

TBS Registration: 004381

Bank Number: TRPA PPU 010

Access Request Data

Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act.

Class of Individuals: General public.

Purpose: This bank processes access requests and reports the total number of requests processed for statistical purposes.

Consistent Uses: This bank is used to report on the administration of the Access to Information and Privacy Acts.

Retention and Disposal Standards: Records are retained for two years and then destroyed.

RDA Number: 98/001

Related PR#: TRPA PRN 930

TBS Registration: 004382

Bank Number: TRPA PPU 015

Claims

Description: This bank contains information relating to settlements by and against the Authority.

Class of Individuals: General public, companies and institutions of Canadian or foreign extraction.

Purpose: This bank documents the settlement of claims by or against the Authority.

Consistent Uses: This bank documents the legal settlements of all claims by or against the Authority.

Retention and Disposal Standards: Records are retained for two years after the settlement and then destroyed.

RDA Number: 98/001

Related PR#: TRPA AJS 040

TBS Registration: 004383

Bank Number: TRPA PPU 020

Personal Service Contracts

Description: This bank contains the terms and conditions of contracts of employment between individuals and the Trois-Rivières Port Authority.

Class of Individuals: General public.

Purpose: This bank is used to provide material and authority for personal service contracts.

Consistent Uses: To record payment to individuals for income tax and budgetary purposes.

Retention and Disposal Standards: Records are retained for six years after expiry of the contract and then destroyed.

RDA Number: 99/004

Related PR#: TRPA PRN 914

TBS Registration: 004380

Bank Number: TRPA PPU 005

Property Services

Description: This bank contains basic information on properties managed by the Trois-Rivières Port Authority or tenants of these properties.

Class of Individuals: General public.

Purpose: This bank is used to document property transactions such as leases, agreements, sales, exchanges or purchases of lands between Her Majesty, the Trois-Rivières Port Authority and the general public.

Consistent Uses: This bank is used to document the decision-making process in property matters.

Retention and Disposal Standards: Records are retained for an undetermined period of time.

RDA Number: 2002/001

Related PR#: TRPA PRO 035

TBS Registration: 004384

Bank Number: TRPA PPU 025

Classes of Personal Information

In the course of conducting the programs and activities of the Trois-Rivières Port Authority, classes of personal information may be accumulated that are not included in the specific personal information banks described above. Such personal information may include: requests for information, expressions of public support, offers of services and complaints. This information is stored in the central registry files, where records are not normally retrieved by name or other identifier.

This form of personal information is normally retrievable if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Trois-Rivières Port Authority, and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules for the general subject files in which they are stored.

Manuals

- Directives and Standing Orders Manual
- Financial Management Policies and Directives
- Engineering Policies and Procedures
- Operating Bylaw

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Trois-Rivières Port Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Trois-Rivières Port Authority.

Requests for further information about the Trois-Rivières Port Authority may be directed to:

Trois-Rivières Port Authority
1545 du Fleuve Street, Suite 300
Trois-Rivières, Quebec G9A 6K4

Telephone: 819-378-2887
Facsimile: 819-378-2487
E-mail: adm_gen@porttr.com

Reading Room

The Trois-Rivières Port Authority has designated one of its offices as a reading room for the purposes of the Access to Information Act. The address is:

Trois-Rivières Port Authority
1545 du Fleuve Street, Suite 300
Trois-Rivières, Quebec

Vancouver Port Authority

Chapter 175

General Information

Background

The Vancouver Port Authority was established pursuant to the Canada Marine Act, which received Royal Assent on the 11th day of June 1998 and came into force with respect to Halifax, Montreal and Vancouver Port Authorities on the 1st day of March 1999. This Act repealed the Canada Ports Corporation Act of 1983, which amended the National Harbours Board Act of 1936, the Government Harbours and Piers Act and the 1964 Harbour Commissions Act.

The Canada Marine Act created 18 Port Authorities with their own specific Letters Patent and are responsible to Parliament through the Minister of Transport, Infrastructure and Communities.

Responsibilities

The role of the Vancouver Port Authority is to facilitate and expand the movement of cargo and passengers through the Port of Vancouver; provide facilities, services and technologies that are competitive, safe, commercially viable, dependable and customer oriented and to operate with broad public support in the best interests of Canadians.

Legislation

- Canada Marine Act, R.S.C. 1998, chapter C-10
- Management Regulations
- Operating Regulations

Organization

President and Chief Executive Officer

The President and Chief Executive of the Vancouver Port Authority, who is the Head of the Institution for the purposes of the Access to Information Act, exercises all the powers and responsibilities pertaining to this function under the Act in question.

Customer Development and Operations Division

This Division consists of the Business Development, Marine Operations, Shore

Operations, Trade Development, Strategic Trucking Initiatives and Security Departments.

Finance Division

This Division consists of the Accounting, Finance, Legal Services (includes Corporate Secretariat), Real Estate and Internal Audit Departments.

Infrastructure Development Division

This Division consists of the Planning and Development, Engineering and Maintenance, Environmental Programs and Property Taxation Departments.

Corporate Services Division

This Division consists of the Administration, Human Resources, Corporate Communications and Public Affairs, and Information Services Departments.

Information Holdings

Program Records

Cargo Handling

Description: Information relating to storage, transfer, cargo commodities, transportation, and related subjects.

Topics: Bulk cargo; cold storage cargo; container cargo; grain cargo; liquid cargo.

Program Record Number: VPA CAH 005

Communications and Marketing

Description: Information relating to media relations, press releases, client relations, overseas missions, marketing analysis, advertising, promotional events, and community relations.

Topics: Media clippings; advertising; corporate identity; publications; speeches and presentations; promotions and events.

Program Record Number: VPA COM 010

Engineering and Maintenance

Description: Information relating to buildings management, equipment and vehicles, maintenance of facilities and structures, projects design and construction, and utilities.

Topics: Dredging and filling; hydrographics; inspection; railways; roads and overpasses; specifications and standards.

Program Record Number: VPA ENG 015

Environmental Programs

Description: Information relating to environmental assessment findings, issues and checklists, and projects.

Topics: Environmental issues; audit; projects.

Program Record Number: VPA ENS 020

Harbour Operations

Description: Information relating to traffic, vessels, safety, emergency planning, pollution, and related subjects.

Topics: Accidents and incidents; aircraft; anchorage; berthage; dangerous goods; harbour headline; marinas; navigation; patrol boats; recreational waterway use.

Program Record Number: VPA HAO 025

Human Resources

Description: Information relating to the area of human resources management, including labour relations, change management, professional development, human resource management and human resource programs.

Program Record Number: VPA HUR 060

Information Systems

Description: Information relating to hardware, software, information systems, security and access, departmental requirements, and networks.

Topics: Development projects; inventory; operations; security and integrity; standards; support.

Program Record Number: VPA INS 030

Legal and Corporate Secretariat

Description: Information relating to agreements and contracts, acts and regulations, corporate by-laws, cases and opinions, litigation, and research. Includes Board of Directors and Committee minutes, and Orders in Council appointing Board members.

Topics: Submissions; jurisdiction; patents, copyright, trademarks; legislation.

Program Record Number: VPA LCS 035

Port Planning

Description: Information relating to Vancouver Port Authority growth through capitalization, future planning, and overall policy development. Includes land use plans, development projects and inquiries.

Topics: Land acquisition and disposition; municipal and regional land use; permits.

Program Record Number: VPA POD 040

Real Estate

Description: Information relating to the administration of Authority properties, property leases, licences, easements, and title searches.

Topics: Grants in lieu of taxes; title information; insurance; appraisals; casual use; commercial leases and agreements; recreational leases and agreements.

Program Record Number: VPA PRO 045

Security

Description: Information relating to investigations, security systems, and liaison.

Topics: Security service; terminals security; investigation and incident summaries.

Program Record Number: VPA SEC 050

Terminal Operations

Description: Information relating to cargo and cruise ship terminal operations.

Topics: Aircraft terminals; Canada Customs; cargo terminals; cruise terminals; operators.

Program Record Number: VPA TEO 055

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Classification of Positions

Employment and Staffing

Finance

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Training and Development

Particular Personal Information Banks

Applications for Employment

Description: This bank contains applications received from the general public for possible employment with the Vancouver Port Authority.

Class of Individuals: General public.

Purpose: Information may be used to fill vacancies in the Vancouver Port Authority for which applicants have suitable qualifications.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for one year after the application is submitted, then destroyed.

RDA Number: 98/001

Related PR#: VPA HUR 060

TBS Registration: 004273

Bank Number: VPA PPU 010

Board of Directors

Description: This bank contains correspondence relating to nominees, the Orders-in-Council appointing members, brief biographies and statements of qualifications.

Class of Individuals: Candidates for appointment and appointees to the Board of Directors.

Purpose: The purpose of this bank is to assist in the appointment of individuals as directors of the Vancouver Port Authority.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for five years after the term has ended, then transferred to Library and Archives Canada.

RDA Number: 2002/001

Related PR#: VPA LCS 035

TBS Registration: 004274

Bank Number: VPA PPU 015

Litigation Files

Description: This bank contains information on litigation cases and potential litigation against and by the Authority. Includes all types of claims such as dismissal, operations, etc.

Class of Individuals: General public, complainants, respondents, and witnesses.

Purpose: The information in this bank enables the Legal Department to carry out its mandate as legal advisor to the Authority and in proceedings before Tribunals and the Courts.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for six years after all action completed, then destroyed.

RDA Number: 2002/001

Related PR#: VPA LCS 035

TBS Registration: 004275

Bank Number: VPA PPU 020

Properties

Description: This bank contains information on owners or tenants of properties. Personal information may include name, address, telephone number, e-mail address, banking information, spousal information and insurance information.

Class of Individuals: General public.

Purpose: This bank is used to document property transactions between the Authority and the general public such as leases, licences, sale, exchange or purchase of lands.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for five years after the agreement ends then transferred to Library and Archives Canada.

RDA Number: 2002/001

Related PR#: VPA PRO 045

TBS Registration: 004276

Bank Number: VPA PPU 025

Security Investigations

Description: This bank contains records about security investigations of by-law and regulation enforcement, internal and external losses, threats and conflicts of interest.

Class of Individuals: General public.

Purpose: This bank is to maintain investigative/administrative records as they pertain to the enforcement of by-laws and regulations.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for five years then transferred to Library and Archives Canada.

RDA Number: 98/001

Related PR#: VPA SEC 050

TBS Registration: 004277

Bank Number: VPA PPU 030

Service Contracts

Description: This bank contains the terms and conditions of individuals or firms engaged under contract to the Authority.

Class of Individuals: General public.

Purpose: The purpose of this bank is to provide documentation relating to individuals and firms providing services to the Authority under contract.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for six years after completion then transferred to Library and Archives Canada.

RDA Number: 2002/001

Related PR#: VPA LCS 035

TBS Registration: 004278

Bank Number: VPA PPU 035

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Personnel Security Screening

Security Video Surveillance and Temporary Visitor
Access Control Logs and Building Passes

Classes of Personal Information

In the course of conducting the programs and activities of the Vancouver Port Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes: requests for information, expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

- Canadian Payroll Manual
- Corporate Planning Procedures Manual
- Corporate Policies and Directives Manual
- Emergency Planning Manual
- Grants in Lieu Procedures
- Harbour Master Office Operations Manual
- Marine Communications Traffic Services Manual of Operating Procedures
- Solutions for Government Reference Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Vancouver Port Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Vancouver Port Authority.

Requests for further information about the Vancouver Port Authority and its various programs and functions may be directed to:

Public Affairs
Vancouver Port Authority
100 The Pointe
999 Canada Place
Vancouver, British Columbia V6C 3T4

Teephone.: 604-665-9070

Facsimile: 1-866-284-4271

Internet: www.portvancouver.com

Reading Room

Vancouver Port Authority's Legal Library has been designated under the Access to Information Act as a public reading room. The address is:

100 The Pointe
999 Canada Place
Vancouver, British Columbia

Veterans Affairs Canada

Chapter 176

General Information

Background

Nearly 1,736,500 men and women served in wartime for Canada. Approximately 114,600 died and 227,000 were wounded as a result of war. Canada has long recognized the hardship, suffering and sacrifice experienced by Veterans, Canadian Forces personnel, civilians and their families during our nation's periods of armed conflict and peacekeeping.

Veterans Affairs Canada (VAC) exercises its mandate by offering programs and services to support the health and wellness of its clientele. In addition to the traditional war service Veterans from the First and Second World Wars and the Korean War which also include Merchant Navy Veterans, Canadian pre-war domiciled Allied Veterans, and certain civilians, VAC's clients include former and serving members of the Canadian Forces and eligible family members (survivors and dependants).

Also, Veterans Affairs Canada currently administers disability pension and health care benefits that still serving and former members of the RCMP are entitled to under the mandate of the Department of Public Safety and Emergency Preparedness (PSEPC) and the Commissioner of the RCMP.

Service to Canadians is provided more broadly through Veterans Affairs Canada's remembrance activities, both in Canada and overseas.

In March 2007, the Portfolio had 221,092 unique clients. Just over one third (38.9%) of these were War Service Veteran clients, followed by survivors (35.2%), Canadian Forces Veteran clients (22.9%), and RCMP clients (3%). The average age of War Service Veteran clients is 85 years, while the average age of Canadian Forces Veteran clients is 55 years, and the average age of RCMP clients is 57.

Throughout the years, Veterans Affairs Canada has maintained a proud tradition of continually evolving to meet client's changing needs and since the needs of modern-day Canadian Forces (CF) members and Veterans were not being met by existing programs, the Government of Canada

enacted the Canadian Forces Members and Veterans Re-establishment and Compensation Act.

This new legislation has become known as the New Veterans Charter (NVC) to distinguish it from the Veterans Charter of re-establishment programs introduced following World War II. The new Charter, which came into force on April 1, 2006, represents the most sweeping changes to Veterans' benefits and services in the past 60 years. The New Veterans Charter gives CF Veterans and their families' access to services and programs that are tailor-made for them. This builds on the services and benefits that are now in place to help traditional war service Veterans live with dignity and independence. The NVC's programs and services can be summed up in one word: wellness. They include: rehabilitation services, job placement assistance, financial benefits, disability award, and health benefits. Underlying this new suite of programs, case management services will simplify and coordinate client access to a range of federal and provincial services and facilitate progress toward necessary re-establishment outcomes.

Responsibilities

The Veterans Affairs (VA) Portfolio consists of Veterans Affairs Canada (VAC) and Veterans Review and Appeal Board (VRAB).

Veterans Affairs Canada's mandate stems from laws, regulations, and Orders in Council. Among the more significant is the Department of Veterans Affairs Act, which charges the Minister of Veterans Affairs with the following responsibilities: the care, treatment, or re-establishment in civil life of any person who served in the Canadian Forces or merchant navy or in the naval, army or air forces or merchant navies of Her Majesty, of any person who has otherwise engaged in pursuits relating to war, of any other person designated by the Governor in Council and the care of the dependants or survivors of any person referred to in the Act.

The Veterans Review and Appeal Board's mandate provides for full and exclusive jurisdiction to hear, determine and deal with all applications for review and appeal that may be made to the Board under the Pension Act, the Canadian Forces Members and Veterans Re-establishment and Compensation

Act – Part 3, the War Veterans Allowance Act and other Acts of Parliament. All matters related to appeals under this legislation are authorized under the Veterans Review and Appeal Board Act.

This Board also adjudicates duty-related disability pension applications under the authority of the Royal Canadian Mounted Police Pension Continuation Act and the Royal Canadian Mounted Police Superannuation Act.

Veterans Affairs Canada's mission is to provide exemplary, client-centred services and benefits that respond to the needs of Veterans, our other clients and their families, in recognition of their services to Canada; and to keep the memory of their achievements and sacrifices alive for all Canadians.

VRAB's mission is to ensure fairness in Canada's programs for disability pensions and awards and war veterans' allowances by providing research and advisory support and fair and expeditious appeal adjudications.

Legislation

The Minister has sole responsibility to Parliament for the following Acts:

- Canadian Forces Members and Veterans Re-establishment and Compensation Act
- Children of Deceased Veterans Education Assistance Act
- Civilian War-related Benefits Act
- Department of Veterans Affairs Act
- Pension Act
- Returned Soldiers' Insurance Act, The
- Soldier Settlement Act
- Special Operators War Service Benefits Act
- Supervisors War Service Benefits Act
- Veterans Benefit Act
- Veterans Insurance Act
- Veterans' Land Act
- Veterans Review and Appeal Board Act
- War Service Grants Act
- War Veterans Allowance Act
- Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act

The Minister shares responsibility to Parliament for the following Acts:

- Aeronautics Act
- Halifax Relief Commission Pension Continuation Act
- Indian (Soldier Settlement) Act
- Royal Canadian Mounted Police Pension Continuation Act, section 5
- Royal Canadian Mounted Police Pension Superannuation Act, sections 32 to 34

The Minister has sole responsibility to Parliament for the following regulations and orders:

- Assistance Fund (WVA and CWA) Regulations
- Award Regulations
- Canadian Forces Members and Veterans Re-establishment and Compensation Regulations
- Canadian Volunteer Service Medal Order
- Children of Deceased Veterans Education Assistance Regulations
- Civilian Government Employees (War) Compensation Order
- Deceased or Former Members Dependents Payment Order
- Gallantry Award Regulations
- Guardianship of Veterans' Property Regulations
- Infant or Person of Unsound Mind Payment Order
- Memorial Cross Order (World War I)
- Memorial Cross Order (World War II)
- Merchant Seamen Vocational Training Order, The
- Order Designating Charlottetown, Prince Edward Island as Head Office of the Veterans Appeal and Review Board
- Order In Council P.C. 1965-688
- Pension and Allowance Adjustment Regulations
- Pensioners Training Regulations
- Prescribed Persons and Organizations Regulations
- Returned Soldiers' Insurance Regulations
- Special Duty Area Pension Order

- Veterans Allowance Regulations
- Veterans Burial Regulations, 2005
- Veterans Health Care Regulations
- Veterans Insurance Regulations
- Veterans' Land Regulations
- Veterans Review and Appeal Board Regulations
- Veterans Treatment Regulations
- War Service Grants Regulations

The Minister shares responsibility to Parliament for the following regulations and order:

- Flying Accidents Compensation Regulations
- Special Forces Superannuation Regulations
- Order Governing the Grant of the Memorial Cross (Canadian Forces)

Organization

The Deputy Minister of Veterans Affairs Canada reports to the Minister of Veterans Affairs who is accountable to Parliament. The Chair of the Veterans Review and Appeal Board reports to Parliament through the Minister and is accountable to the Minister for the use of the Board's resources.

The Veterans Affairs Portfolio delivers two programs: The Veterans Affairs Program, delivered by Veterans Affairs Canada, provides a wide range of benefits and services principally in the areas of health care, disability pensions, disability awards and income support and commemoration programming. In 2006–2007, activities were delivered by a staff complement of 3,582 full-time equivalents from a decentralized organization consisting of a Head Office in Charlottetown, Prince Edward Island, the National Capital Office in Ottawa, Ontario, and a national service delivery network across Canada. The Department also operates a hospital in Sainte-Anne-de-Bellevue, Quebec, and maintains battlefield memorials in Europe.

The Veterans Review and Appeal Board Program are delivered by the Veterans Review and Appeal Board, a separate independent administrative tribunal. The Board adjudicates on the review and appeal aspects of disability pensions, disability awards and hears final level appeals for War Veterans Allowance claims. The Board also has the authority to reconsider decisions at the

review and appeal levels. It ensures due process through sound, timely and effective quasi-judicial adjudication in accordance with the governing legislation. The activities of the Board, delivered by 116 full-time equivalents in 2006–2007, included 11 full-time members in Charlottetown and 16 full-time members located in major cities across Canada. The Board holds review hearings in over 40 locations across Canada and appeal hearings primarily in Charlottetown.

The formal program structure of the Portfolio reflects the required independence between the Department and the Board as an administrative tribunal. It emphasizes the autonomy each has in representing the rights of clients and serving their needs.

Veterans Affairs Canada

Veterans Affairs Canada (VAC) is made up of three branches and five organizations. Veterans Services Branch, Public Programs and Communications Branch, Corporate Services Branch and Ottawa Operations and Coordination Secretariat report to the Deputy Minister of VAC. The remaining four organizations, Audit and Evaluation Division, Bureau of Pensions Advocates Office of Early Conflict Resolution and Federal Healthcare Partnership report to the Associate Deputy Minister of VAC.

Audit and Evaluation Division

The mandate of the Audit and Evaluation Division is to review programs and operations and to recommend improvements. A seamless, single-window audit, evaluation and consultation service is provided.

Bureau of Pensions Advocates

The Bureau of Pensions Advocates provides free legal aid to persons who seek, through the review and appeal processes with the Veterans Review and Appeal Board, to establish claims under the Pension Act, the Canadian Forces Members and Veterans Re-establishment and Compensation Act and related statutes.

Corporate Services (CS) Branch

This branch is responsible for ensuring the effective and efficient use and protection of the Portfolio's financial, human, information, material and information technology resources (including the collection and dissemination of departmental statistics and other management information). The branch provides support services to the rest of the Portfolio, including records and facilities

management and video conferencing; business continuity planning; security and emergency preparedness; employment equity and official languages programs and processing of requests and activities related to the Access to Information Act and the Privacy Act.

In addition, the branch supports the Deputy Minister by carrying out long-term, strategic and operational planning and providing advice on corporate risk management, resource management, planning methods and practices and departmental issues through such documents as a strategic plan and a corporate risk profile. It also coordinates the development of Government-wide initiatives such as the Government of Canada Policy on Service (including service standards and the National Client Satisfaction Survey), Sustainable Development, IT Shared Services Office, Aboriginal Horizontal Framework, and the Federal Disability Report; and produces reports supporting the Management, Resources and Results Structure (including the Report on Plans and Priorities, Departmental Performance Reports, and Canada's Performance Report).

The establishment of a Veterans' Ombudsman, as well as a Veterans' Bill of Rights, is a responsibility of this branch. Significant progress, including consultation with major Veterans' organizations and other stakeholders, has taken place to ensure that these two initiatives can be in place in the near future.

Federal Healthcare Partnership

The Federal Healthcare Partnership (FHP), which was first established in 1994 as the Health Care Coordination Initiative, is a voluntary partnership of federal government organizations that have responsibilities for ensuring delivery of health care services to specific client groups in Canada.

The six permanent member organizations of FHP and their respective client groups are Citizenship and Immigration Canada – Certain designated classes of migrants; Correctional Services Canada – Inmates of federal penitentiaries and some former inmates on parole; Department of National Defence – Canadian Forces members; Health Canada, Non-insured Health Benefits Program – Eligible First Nations people and Inuit; Royal Canadian Mounted Police – Regular members and eligible retired members; and Veterans Affairs Canada – Eligible Veterans.

FHP operates according to a Charter. As stated in the Charter, the two main goals of FHP are to

achieve economies of scale while enhancing the provision of care and to provide strategic issues leadership.

Office of Early Conflict Resolution

This office provides leadership and support to enable employees of VAC to meet the challenges facing the Portfolio and the Public Service. We promote and help maintain a work environment of mutual trust and respect where the focus is on reducing and/or resolving conflict and preventing harassment in the workplace.

Ottawa Operations and Coordination Secretariat

The Ottawa Operations and Coordination Secretariat are linked but separate entities responsible for providing executive services to the Minister and support to the Deputy Minister and the Associate Deputy Minister.

Ottawa Operations provides Cabinet, Parliamentary and legislative support as well as administrative services. The executive services provided to the Minister include preparing responses to Ministerial correspondence, providing assistance in responding to telephone enquiries from clients and Parliamentarians and managing a registry of letters, briefing notes and telephone enquiries. To provide support on Cabinet, Parliamentary and legislative activities, Ottawa Operations prepares, coordinates and manages Parliamentary Committee appearances and reports; develops legislation and manages the process for Minister's Bills and Private Members' Business; coordinates delivery of Treasury Board submissions and Cabinet papers and liaises with central agencies. Administrative services assist with office requirements such as accommodation, purpose equipment, security and materiel management.

A Coordination Secretariat provides support, assistance and coordination for and between the Deputy Minister's office, the Associate Deputy Minister's office, the Minister's office and VAC branch heads. The Secretariat coordinates Ministerial briefings and manages daily issues, including monitoring and follow-up on Ministerial requests. The Secretariat also coordinates Question Period (QP) notes and briefings, and prepares and updates QP books for the Minister, Minister's staff, and the Deputy Minister.

Public Programs and Communications Branch

The Public Programs and Communications Branch is responsible for policy direction and effective management of all domestic (internal and external to the Department) and international communication programs and for keeping the memory of our Veterans' and peacekeepers' achievements and sacrifices alive for all Canadians through community engagement, public information and research, cenotaph/monument restoration of national and international memorials and cemetery maintenance. The Branch also represents the Department in Europe, on all matters that affect the commemoration of Canada's war dead, the contribution of its Canadian Forces in times of peace and war, and in representing the Department's interests in such matters generally.

Veterans Services (VS) Branch

The Veterans Services Branch is responsible for delivering pensions and health care, and for providing social and economic support to Veterans and qualified civilians in all regions of Canada. Health care is provided to eligible Veterans in Ste-Anne's Hospital, the only departmental hospital in Ste-Anne-de-Bellevue, Quebec, in contract hospital beds, in Veterans' homes, and in hospitals of choice. The Branch is also responsible for providing emergency and ongoing income support, social counselling and referral services, client counselling on disability pension applications, and adjudication of disability pension claims. It is also responsible for negotiating with the provinces and for delivering certain other centrally managed programs.

The New Veterans Charter, a comprehensive wellness package that benefits Canadian Forces Members, Veterans and their families is also the responsibility of this Branch. The package includes: rehabilitation, health benefits, job placement assistance, financial benefits and disability awards.

The Branch Head Office in Charlottetown maintains functional and line authority over program and policy development and program operations within the National Operations Division, the Program and Service Policy Division, and Regional Operations.

Veterans Review and Appeal Board

The Veterans Review and Appeal Board was created in 1995 by an Act of Parliament. The Board is an independent Board with full and

exclusive jurisdiction to hear appeals from the decisions of the Minister of Veterans Affairs. The Board may affirm, vary or reverse the Minister's decisions, or refer decisions back to the Minister for reconsideration. The Board is completely independent from the Department of Veterans Affairs.

The Veterans Review and Appeal Board provides two levels of appeal on disability pension and disability award applications and the final level of appeal on allowance decisions. The Board's objective is to ensure Veterans, Canadian Forces personnel, Royal Canadian Mounted Police members, certain civilians, and/or their respective dependants receive the disability pensions, disability awards and benefits to which they are entitled.

Information Holdings

Program Records

Veterans Affairs Canada shares program records registered in this section with the Veterans Review and Appeal Board.

Acquisition, Sale or Other Disposition of Lands and Other Property

Description: Records relating to the purchase or acquisition by the Director of lands or other property for the settlement of Veterans and the sale or disposition of all or parts of the land or other property being sold to Veterans under agreement.

Topics: Acquisitions settlement areas; land purchase; land costs; statement of property purchased; co-ordination of federal interest in land acquisition and use; surveys; sale and disposition – general; partial; surplus lands; refunds of surplus; release of securities; sale of livestock and equipment; continued establishments; leasing and renting pending sale; real estate commission; civilian purchase; unauthorized disposition of securities; and expropriations.

Program Record Number: VAC MVA 070

Acts, Orders and Regulations

Description: Correspondence relating to bills, acts, statutory orders and regulations administered by the Department and former Canadian Pension Commission, as well as correspondence relating to other Canadian legislation the Department and former Canadian Pension Commission may use

as reference material to assist in the delivery of its programs; correspondence relating to the Civilian War-related Benefits Act (Parts I and X), the preparation of amendments and interpretations; correspondence relating to the Pension Act, the Canadian Forces and Veterans Re-establishment and Compensation Act and the preparation of amendments; and interpretations by the former Veterans Appeal Board and the new Veterans Review and Appeal Board.

Topics: Former Canadian Pension Commission; pensions; expenses; children; pensions and awards for disabilities; pensions and awards for death; maintenance; offences and punishment; Supplementary Pensions – Allied Forces; Prisoners of War; Exceptional Incapacity Allowance; annual adjustment of pensions and allowances; procedures and general.

Program Record Number: VAC MVA 220

Agriculture, Farm Development and Operation

Description: Records relating to counselling, training courses, advisory and supervisory services on farm management operations for Veterans.

Topics: Farm management – general; training courses; farm equipment; farm management studies; farm accounting methods; farm building models; supervision and advice; requests for information; bull loaning policy; disease testing in animals; crops and crop conditions; Prairie Grain Advance Payments Regulations; production line farming; farm credit study committee; family farm operation; and statistics.

Program Record Number: VAC MVA 115

Appraisals and Services for Other Departments

Description: Records relating to real estate appraisals for Property Management Directorate and real estate appraisals and services provided for other departments and agencies.

Topics: Appraisals – general; schedule of appraisal fee; appraisals for other departments (individual files for departments and agencies); tendering; licences; collection of fees; management of Department of National Defence installations leased to the public for agricultural purposes; Indian economic development program; off-reserve housing program; and real estate data bank project.

Program Record Number: VAC MVA 095

Armed Forces Pensions

Description: Correspondence relating to pensions for disabilities or death incurred by members of Canada's military forces during World War I, World War II, peacetime service, Special Duty Service,

service in a theatre of operations, reserve force service or special force service.

Topics: Cadets; deserters; boards of inquiry regarding deceased or missing personnel; attestation and discharge procedures; Canadian Women's Auxiliary Services; National Defence documentation; Canadian Army – general; dual service; trainees; reserve force (militia); active force (World War II); soldier apprentices; special force (Interdepartmental Committee on re-establishment), Canadian Rangers; Royal Canadian Air Force – general; civilian flying instructors; refresher flying training ("Chipmunk Exercise"); members attached to air force; and Royal Canadian Navy – general.

Program Record Number: VAC MVA 210

Briefs, Resolutions and Representations

Description: Correspondence relating to briefs, resolutions and representations made by Veterans' organizations such as the Royal Canadian Legion and others on pension matters, policy and treatment issues, etc.

Topics: Army, Navy and Air Force Veterans; British Benevolent Society of Los Angeles; Federation of British Canadian Veterans of Canada; Canadian Association of Veterans in United Nations Peacekeeping; Canadian Legion of the British Empire Service League; Canadian Order of Empire Ex-Servicemen; Canadian Peacekeeping Veterans Association; Canadian Pensioners' Association of the Great War; Canadian Soldiers' Non-Pensioned Widows' Association; Canadian Combat Veterans Association; Canadian Corps Association; Canadian Battlefield Memorial Committee; Canadian National Institute for the Blind; Canadian Merchant Navy Prisoners of War Association; Dominion Corps of Legionnaires – Second World War; Disabled Veterans Association; Gerontological Advisory Committee; Gulf War Veterans Association of Canada; Hong Kong Veterans Association of Canada; Imperial Veterans Social Club; Imperial War Graves Commission; Imperial Order Daughters of the Empire; Korea Veterans Association of Canada Inc.; National Council of Veterans Associations; North East New Brunswick Veterans Association; National Indian Veterans Association Convenience; National Prisoners of War Association; Nursing Sisters Association of Canada; Sir Arthur Pearson Association; Royal Canadian Corps of Signal Auxiliaries; Royal Canadian Air Force Association; Royal Canadian Legion – resolutions; Soldier's Protection Association and Political Club of New Westminster; Special Needs Advisory Group; War Amputations of Canada – resolutions;

War Pensioners of Canada; and World Veterans Federation.

Program Record Number: VAC MVA 215

Bureau of Pensions Advocates – General

Description: Records relating to disability and War Veterans Allowance adjudication and to Veterans' organizations.

Topics: Liaison with the National Operations Division of the Department of Veterans Affairs relating to disability applications and appeals; liaison with the Veterans Review and Appeal Board relating to disability reviews and appeals and allowance appeals; liaison with Veterans' organizations; liaison with the Department of Justice and the Federal Court of Appeal; and client representation in cases of adverse interest.

Program Record Number: VAC MVA 295

Civilian War-Related Benefits

Description: Correspondence relating to pensions and allowances awarded to the following groups of civilians for disabilities or death attributable to service during World War II in certain organizations or types of employment which were closely associated with the armed forces: Auxiliary Service Personnel, Canadian Civilian Air Crew, and Salt Water Fishermen.

Topics: Air raid precaution workers; Corps of Canadian Firefighters (for service in the U.K.); injury during remedial treatment; overseas welfare workers; Voluntary Aid Detachment; list of supervisors; Ferry Command 504 list; American Red Cross; Silver Cross Mothers; detention allowance; section 13.

Program Record Number: VAC MVA 225

Commemoration and Special Events

Description: Information on subjects relating to the commemoration of Canada's war dead; other related benefit programs; anniversary celebrations; and inspection tours.

Topics: Cenotaph Monument Restoration Program; Community Engagement Partnership Fund; Commonwealth War Graves Commission – general; Canadian Battlefield Memorials; European operations; funerals, burials and grave markers; Last Post Fund; memorials, cemeteries and graves – general; foreign countries; departmental cemeteries and plots; provincially owned cemeteries; Commemoration and special events – general; Veterans' Week Events; anniversary celebrations; Canada Remembers; public education and community outreach; archives and research; Canadian Virtual War Memorial Website; Heroes Remember

web site; Books of Remembrance; inspection tours – general, Central Europe; Korean War; Remembrance Day – general, Ottawa, Vimy Ridge; South African War; World War I – general, Somme, Vimy Ridge; World War II – general, D-Day/Normandy, Dieppe, Holland, Hong Kong, Italy, VE-Day.

Program Record Number: VAC MVA 010

Compensation for Former Prisoners of War

Description: Correspondence relating to compensation provided under the Pension Act to members of the armed forces and certain civilians who were taken prisoner during and after World War II, and to their dependants.

Topics: General; Hong Kong prisoners of war; Dieppe prisoners of war; list of names; statistics; internees of Vichy, France; Hermann Report; and Pensioners of Allied countries.

Program Record Number: VAC MVA 230

Conflict of Interest and Post-Employment Code

Description: Correspondence relating to the implementation of the Conflict of Interest and Post-employment Code.

Topics: Code of the Public Service; amendment; interpretation; delegation authority; reports and statistics.

Program Record Number: VAC MVA 430

Conveyance and Other Title Transactions

Description: Records relating to preparation and replacement of transfers of titles, deeds and other title documents in relation to the disposition of real estate or property.

Topics: Preparation of conveyances and title transactions – general; delays; outstanding title cases; lost certificates of title; amendments; deeds in escrow; replacement deeds; agreements for sale; title searches; declaration of possession; joint tenancy; assignment of civilian or Veteran agreements of sale; trespass and encroachment; surveys; administration fees; legal fees and disbursements; execution of documents by Director; restrictive covenants and titles.

Program Record Number: VAC MVA 075

Debt-Free Settlement on Dominion or Provincial Lands

Description: Records relating to debt-free settlement and to non-repayable conditional grants for the establishment of Veterans on provincial lands and similar grants to Indian Veterans who settle on Indian reserve lands.

Topics: Establishment of Veterans on provincial or Dominion lands – general; debt-free settlement agreements with provinces (filed by province);

federal Crown land in the Yukon and Northwest Territories; tax arrears on Dominion land; national parks; agreement of sale; non-repayable grant; additional farm credits; grants to Indian Veterans for establishment within Indian Reserves; Métis Veterans; land clearing and breaking; and other permanent improvements.

Program Record Number: VAC MVA 065

Easements, Servitudes and Right of Way

Description: Records relating to the granting of easements, servitudes and right of way on properties to which title is held by the Director, Veterans' Land Act.

Topics: Easements – general; policies; hydro; oil and gas; telephone; railway and road; servitudes and right of way; Waterfowl Habitat Conservation Program; Provincial Woodland Improvement Program; and individual company easement files.

Program Record Number: VAC MVA 105

Eligibility and Qualification

Description: Correspondence relating to eligibility to apply for benefits under the Veterans' Land Act and the Soldier Settlement Act, certificates of qualification and cancellation of certificates of qualification, and termination date for acceptance of loan applications.

Topics: Eligibility of recipients of War Veterans Allowance; aged Veterans; dual service; medical fitness; re-establishment credits; duplication of benefits; Veterans Business and Professional Loans Act; Canadian Army Special Force; Firefighters; Ferry Command; Merchant Marine; members of His Majesty's Forces other than Canadian; Allied Forces; Special Duties Personnel; Regular Forces; Interim Forces; all categories of Veterans; native Veterans; and National Resources Mobilization Act personnel.

Program Record Number: VAC MVA 055

Employment Equity

Description: Correspondence relating to equal opportunities for women; program initiatives to increase the employment of women in senior positions; correspondence on new initiatives leading to increased participation in the work force of aboriginal people, visible minorities and disabled people.

Topics: Employment Equity – general; program initiatives for disabled persons, aboriginal people, visible minorities, and women; reports; plans; statistics; studies and surveys; and Employment Equity plan.

Program Record Number: VAC MVA 420

Entitlement and Assessment Boards

Description: Correspondence relating to hearings of entitlement and assessment boards formerly authorized under the Pension Act.

Topics: Entitlement and Assessment Boards – general and transcript of evidence and zones.

Program Record Number: VAC MVA 235

Foreign Pensions, Gallantry Gratuities and Annuities

Description: Correspondence relating to foreign pension legislation and pensions payable to pensioners residing in other countries, including Great Britain. Also included is correspondence relating to the payment of gratuities and annuities which accompany certain gallantry awards granted to members of the armed forces of Canada during World War II and of the special force or other forces organized by Canada (UN, NATO).

Topics: Australia; France; Italy; Japan; Germany; New Zealand; Poland; Russia; Union of South Africa; United States of America; India; Holland; Hungary; Mexico; Yugoslavia and United Nations. For Great Britain, other topics include British Income Tax; London District Office; Civilian Technical Corps; United Kingdom National Health Insurance and British Ministry of Pensions. Topics concerning gallantry gratuities and annuities include policy; Royal Warrants and King's Regulations and Orders; special force; statement and summary of cases; Victoria Cross recipients; George Cross annuities; and general.

Program Record Number: VAC MVA 240

Government On-Line

Description: Records relating to creation, maintenance, and other functions associated to providing services for clients via the internet.

Topics: Government On-line (GOL) – general; business to business; business to client; communications; funding; infrastructure; legal issues; planning; reporting; security issues; and Treasury Board material.

Program Record Number: VAC MVA 625

Health Care Facilities and Services

Description: Subject information on the administration and operation of Ste. Anne's Hospital; former departmental hospitals and homes; hospital services in both departmental and contract hospitals; transfer of hospitals to provincial or community jurisdiction; and medical staff.

Topics: Health care facilities and services – general; fact book; accreditation; research; standards; federal-provincial negotiations; institutional bed requirements long-

term care strategy and costs; accommodations; medical residencies; master agreement; operating agreements; memoranda of understanding; agreements with colleges and universities; environmental assessments; per diem rates; land use; transfer of hospitals; care and service; inquiries and complaints; capital contributions; transfer agreements; and redevelopment (files by name of institution).

Program Record Number: VAC MVA 025

Home Construction Assistance

Description: Records relating to loans under the National Housing Act to an eligible Veteran in respect of the construction by him of a single-family home on suitable land and to furnish said Veteran with financial, technical and other assistance.

Topics: Construction assistance – general; construction financing; inspections; construction directives; construction courses; construction contracts; building standards; housing for handicapped and aging Veterans; sales taxes; deferred construction; lagging contracts; construction reports; recovery from contractors; hydro; interest rates; liaison with Canada Mortgage and Housing Corporation; service eligibility; and plans.

Program Record Number: VAC MVA 085

Honours and Awards

Description: Information on the issue and replacement of First and Second World War and Korea campaign stars, medals, clasps, service buttons and Silver Memorial Crosses.

Topics: General; policy, campaign stars and medals; non-Canadian awards and certificates; Queen's Scarf of Honour; correspondence regarding books on war medals and decorations of Canada; Victoria Cross – general; news clippings; statistics and statements; Korea Service Badge; Canadian Volunteer Service Medal; Hong Kong Bar; Dieppe Bar; Corps of Canadian Firefighters; Fenian Raids and Northwest Rebellion; Memorial Bar; Memorial Cross – general; Mercer Case; Naval Memorial Crosses; South Africa Medal; United Nations and Far East Medal; and war service badges.

Program Record Number: VAC MVA 005

Individuals Deceased More Than 20 Years

Description: Records and correspondence on Veterans and their dependants, deceased more than 20 years, who contacted and/or received benefits from the Portfolio during their lifetimes.

Topics: Applications for benefits; medical, financial and domestic information; military service information;

decisions on applications and appeals; and general correspondence.

Program Record Number: VAC MVA 480

Information Services

Description: Records relating to the general administration of public affairs and communications; media relations; news and press releases; multimedia services; advertising; photographs and photography; publications; speeches; inquiries; etc.

Topics: Information services – general; addresses, mailing and distribution lists; advertising and publicity; inquiries; news releases, newsletters; photography; press clippings; multimedia services; print and electronic publications; and speeches.

Program Record Number: VAC MVA 635

Insurance

Description: Records relating to insurance – group, life, fire, liability, and general policies to protect the Veteran's and/or public equity in the property.

Topics: Insurance – general; mortgage clause; liaison with insurance companies; group life insurance plan; fire insurance fund; summary of application; fire loss recovery procedure; disposition of insurance recoveries; payment of taxes from insurance recoveries; recovery from tempest damage; liability insurance; and chattel insurance.

Program Record Number: VAC MVA 125

Legal Matters – General and Prosecution

Description: Correspondence relating to legal matters, opinions and prosecutions at the Federal Court level.

Topics: General legal matters including Council to the former Canadian Pension Commission; Courts of Inquiry; litigation reports; legality of marriage and divorce; and the following prosecutions at the Federal Court level: G. H. Harris, W. H. Irvine, W. H. Woods, A. Poland, R. A. White and R. W. King.

Program Record Number: VAC MVA 245

Loans/Grants

Description: Records relating to policies on lending operations and the administration of loans and grants to Veterans, and provincial and private housing loan programs.

Topics: Lending policy; loan termination; deadline for additional loans; interest rates; maximum loans; supplementary loans; repayment terms and procedures; conditional grants; preparation of agreements; crop share agreements; loans for full-time farming, fishing, and fur farming; co-operative farming; displaced persons land settlement; small family farm and off-farm enterprises such as

tourist trade; provincial and private housing loan programs (by province or name of lender); and mortgages in escrow.

Program Record Number: VAC MVA 060

Medical Advice

Description: Correspondence relating to advice regarding all medical matters of policy, precedent and usage relative to pensions and disability awards.

Topics: General medical advice including autopsy (exhumation); amputation; cancer; diagnosis; Mustard Gas cases; all cardiovascular conditions; influenza virus vaccine; deafness (hearing loss); phenoxy herbicides (Agent Orange); medical examinations; neurological conditions (includes ALS); peptic ulcer (including all gastrointestinal conditions); tuberculosis; dental claims; alcoholism; arthritis; foot conditions; asbestos-related problems; thoracoplasty; amyotrophic lateral sclerosis (ALS); arteriosclerosis; Veterans of atomic warfare – medical assessments regarding radiation; medical categories (classifications); aggravation; X-rays; coronary thrombosis; and mentally ill – third party administration.

Program Record Number: VAC MVA 250

Mines, Minerals and Surface Rights

Description: Records relating to mines, minerals and surface rights on lands on which Veterans are settled and to which the Director holds title, or lands on which Veterans had previously been settled.

Topics: Mines and minerals – general (by province); acquisition of title to mines and minerals by the Director; surface and subsurface rights; provincial legislation; titles with half minerals; lease disputes; native claims; sale of timber; and sale of gravel.

Program Record Number: VAC MVA 110

Newfoundland Pensions

Description: Correspondence relating to pensions for death or disabilities attributable to service by Newfoundlanders prior to and after the union with Canada.

Topics: Pensioners World War I (nominal roll); pensioners World War II (nominal roll); Newfoundland Regiment, forms and Special Appropriation Vote 538; organization; and administration.

Program Record Number: VAC MVA 255

New Veterans Charter – Disability Award, Death Benefit and Detention Benefit

Description: Records of a general nature relating to compensation for Canadian Forces

members and Veterans, and in some cases, spouses/common-law partners and surviving dependent child(ren) for the non-economic effects of service-related disability, including pain and suffering, functional loss and effects of permanent impairment on the lives of members, Veterans and their families. Includes information and eligibility criteria relating to benefits and services, program design, program application forms, the Program Arrangement under the Memorandum of Understanding (MOU) between Veterans Affairs Canada (VAC) and the Department of National Defence (DND), data matching exercise with DND, MOU between VAC and the Royal Canadian Legion and MOU between the Last Post Fund (a non-profit organization dedicated to ensuring that no war Veterans who meet wartime service eligibility criteria are denied a dignified funeral and burial for lack of sufficient funds) and VAC, regarding information sharing, business processes, policies and procedures.

Topics: Canadian Forces Members and Veterans Re-establishment and Compensation (CFMVRC) Act and Regulations, VAC Table of Disabilities used in determining lump-sum payments for disability award, death benefit and detention benefit, clothing allowance and re-imbursement for financial assistance, Veterans Review and Appeal Board's review and appeal process.

Program Record Number: VAC MVA 500

New Veterans Charter – Financial Benefits Program

Description: Records relating to the provision of financial benefits available to Canadian Forces (CF) Veterans requiring income replacement due to the economic impact of a career ending and/or service-related injury, or income support for those CF Veterans having completed the rehabilitation program but unable to find employment. Includes program design, eligibility criteria, program application forms, business processes, policies and procedures, data matching exercise with Canada Revenue Agency (CRA), the Program Arrangement under the Memorandum of Understanding (MOU) between Veterans Affairs Canada (VAC) and the Department of National Defence (DND) regarding information sharing, business processes, policies and procedures.

Topics: Canadian Forces Members and Veterans Re-establishment and Compensation (CFMVRC) Act and Regulations, Canada Revenue Agency income verification process, long-term disability benefits and services to medically releasing CF Veterans, Department of National Defence

long-term disability benefits and services, Supplementary Retirement Benefit, Canadian Forces Income Support Benefit, Permanent Impairment Allowance, Temporary Earnings Loss and Extended Earnings Loss.

Program Record Number: VAC MVA 510

New Veterans Charter – Health Benefits Program

Description: Records relating to the provision of health coverage under the Public Service Health Care Plan (PSHCP) to medically released Canadian Forces (CF) Veterans, and their families, and certain survivors of deceased Veterans and members of the CF, in situations where they are currently ineligible for health coverage. Included are PSHCP directives, policies, business processes, eligibility criteria, program application forms, program design, administrative arrangements, Memorandums of Understanding (MOU) and other correspondence between Treasury Board Secretariat and Veterans Affairs Canada (VAC) concerning the implementation of the VAC client group in the PSHCP.

Topics: Canadian Forces Members and Veterans Re-establishment and Compensation (CFMVRCA) Act and Regulations; Treasury Board material including third-party service provider arrangements, levels of coverage, contributions (premiums), deductibles and co-payments, issuing of Canada Revenue Agency's Statements of Remuneration Paid (T4) in specific instances, billing, collection and reporting requirements, and the Service Income Security Insurance Plan (SISIP), one of three service divisions under the Department of National Defence's Canadian Forces Personnel Support Agency (CFPSA) and closely related to this VAC stream of benefits.

Program Record Number: VAC MVA 520

New Veterans Charter – Job Placement Program

Description: Records relating to job placement assistance available for all releasing Canadian Forces (CF) Regular members and to certain Reservists requiring assistance in obtaining civilian employment (benefit may be transferred to a surviving spouse/common-law partner). Included as well are records regarding program design, eligibility criteria, program application forms, business processes, procedures and policies, statement of requirements for contracting a service provider for requested training and the Program Arrangement under the Memorandum of Understanding (MOU) between Veterans Affairs Canada (VAC) and the Department of National

Defence (DND) regarding information sharing, business processes, policies and procedures.

Topics: Canadian Forces Members and Veterans Re-establishment and Compensation (CFMVRCA) Act and Regulations, transition workshops conducted by CF Bases and Wings by the contractor, career counselling and job-finding assistance by contracted local consultant.

Program Record Number: VAC MVA 530

New Veterans Charter – Modernization of Services and Programs

Description: Records relating to the development, creation and implementation of five new programs under the Canadian Forces Members and Veterans Re-establishment and Compensation (CFMVRCA) Act (also known as the New Veterans Charter (NVC)) to modernize services, assistance and compensation to Canadian Forces members, Veterans and their families. Includes information related to briefings and correspondence about the Veterans Affairs/Canadian Forces Project, which lead to the NVC, information relating to programs and services offered by Department of National Defence (DND) to Canadian Forces Veterans, service delivery improvements, new business processes, partnering opportunities, regulatory and policy changes, information relating to research on programs and services offered in other countries to military personnel and their families. This bank also includes, directives, operational policies and procedures, coordination, project information, methodologies, reports, statistics and statements relating to programs offered under the NVC, analyses, systems, project descriptions and evaluations relating to program design, benefits, services and compensation, committee meetings, conferences, consultations with outside sources including DND, Treasury Board Secretariat and Veterans' organizations, symposia, studies and surveys relating to the modernization of services and programs, planning, costings, project descriptions and funding.

Topics: Modernization of services and benefits, CFMVRCA Act and Regulations, Treasury Board Secretariat, Domestic Affairs Committee of Cabinet, Department of National Defence/ Canadian Forces programs, Health Benefits, Job Placement, Rehabilitation Services and Vocational Assistance, Financial Benefits and Disability Award, Death Benefit and, Detention Benefit, case management, statement of work, organizational readiness, concept of operations, communications package.

Program Record Number: VAC MVA 540

New Veterans Charter – Rehabilitation Services and Vocational Assistance

Description: Records relating to the provision of rehabilitation services and vocational assistance to support the independence and wellness in ensuring that disabled Veterans participate to the best of their ability at home, at work and in their community after suffering a service-related illness or injury. Includes program design, eligibility criteria, program application forms, business processes, procedures and policies, statement of requirements for contracting a service provider for requested services, list of service providers, requirements for assistance for a Veteran's spouse or common-law partner to obtain services in the event that the member or former member is determined to be totally and permanently incapacitated by a service-related illness or injury. Also includes the Program Arrangement under the Memorandum of Understanding (MOU) between Veterans Affairs Canada (VAC) and the Department of National Defence (DND) regarding information sharing, business processes, policies and procedures.

Topics: Canadian Forces Members and Veterans Rehabilitation and Compensation (CFMVR) Act and Regulations, case plans, interaction with the Department of National Defence through its Service Income Security Insurance Plan Long Term Disability (SISIP LTD), one of three service divisions under the Department of National Defence's Canadian Forces Personnel Support Agency (CFPSA) and closely related to this VAC stream of benefits. Program, case management requirement, medical, psycho-social and vocational rehabilitation and vocational assistance services.

Program Record Number: VAC MVA 550

Part-Time Farming (Small Holding)

Description: Records relating to the purchase and/or construction of homes for Veterans on part-time farms (small holdings) where the major source of income comes from a non-farming enterprise.

Topics: Qualification; minimum-size requirements; mobile houses and condominium units; subdivision projects (arranged by province); landscaping; summary or vacant land units; sewage and water systems; unsold properties; urban areas; change from part-time farm (small holdings) status to full-time farms or vice versa; monthly statements; municipal grants; tax concessions; drainage; and irrigation.

Program Record Number: VAC MVA 090

Programs and Services – General

Description: Information on operational subjects relating to the social welfare of Veterans, their dependants and other specified persons.

Topics: Programs and services – general; cost containment; continuum of service; aging Veterans – general; Aging Veterans Program (existing); Aging Veterans Program (extension) – general, project, program delivery; Veterans Independence Program Review Project; benefit administration; chaplaincy services; client services; community health services – general; provincial; community housing; counsellors and counselling services; geriatrics and gerontology; inquiries; nursing services; oaths and affidavits; reports and statistics – general; management information systems; social assistance programs; Veterans Independence Program – general; contracts; Canada Service Veterans; and improvements project.

Program Record Number: VAC MVA 020

Property Management Directorate – General

Description: Records of a general nature relating to the operation of Property Management Directorate and the Soldier Settlement Board.

Topics: Property Management Directorate – general; history of Veterans' land legislation; natural disasters; terms of agreement; absentee Veterans; Committee on Demobilization and Rehabilitation; projects related to the Home Repair Program and other special projects; Veterans' spouses' rights to property of deceased Veterans and devolution of estates; and liens and other encumbrances while title to property is held by the Director.

Program Record Number: VAC MVA 050

Reference, Research and Precedents

Description: Records relating to pension, disability award, and allowance eligibility based on various medical conditions and/or military service.

Topics: Copies of precedents (by year); records on appeals to the Veterans Review and Appeal Board; operational memoranda and directives; and statistics on productivity.

Program Record Number: VAC MVA 300

Rescission and Resale

Description: Records relating to rescissions, voluntary or involuntary, on contract agreements administered by the Director, Veterans' Land Administration, and sale of reverted properties.

Topics: Rescission of contract agreements – general; policy and procedures; quit claim deed; disposition of surplus; tax adjustments; reinstatement of account; unsold reverted

properties; provincial advisory boards; evictions; repossession and sale of chattels; and submissions to council.

Program Record Number: VAC MVA 120

Royal Canadian Mounted Police Pensions

Description: Correspondence relating to pensions for death or disabilities under the RCMP Pension Continuation Act or the RCMP Superannuation Act.

Topics: General information and special constables.

Program Record Number: VAC MVA 265

Special Housing Assistance for Veterans

Description: Correspondence relating to joint Veterans Affairs and Canada Mortgage and Housing Corporation programs (ended March 1980) which were extended to assist Veterans on low or modest incomes to acquire housing accommodation.

Topics: Eligibility; request for information; low-rental housing – general; low-rental housing projects (arranged by name of project); co-operation and liaison with Canada Mortgage and Housing Corporation; statistical summaries; extension of benefits; and applications for assistance (arranged numerically).

Program Record Number: VAC MVA 080

Special Operators War Service Benefits

Description: Correspondence relating to benefits provided to certain persons who were recruited in Canada by United Kingdom authorities for special duties in war areas.

Topics: General information and policy.

Program Record Number: VAC MVA 270

Special Programs

Description: Information on a wide range of special benefits designed to assist Veterans, their dependants and other specified persons.

Topics: Special programs – general; arts and crafts/Red Cross; Benevolent Fund – general; Royal Canadian Air Force; Royal Canadian Army; Royal Canadian Navy; bequests – general; Blinded Veterans Assistance Program; Commonwealth War Graves Commission – general; Canadian Battlefield Memorials; Disablement Fund; educational assistance – general; eligibility for educational institutions (reports, statistics and statements); estates; European operations; funerals, burials and grave markers; Hearing Assistance for Veterans Program; Last Post Fund; memorials, cemeteries and graves – general; foreign countries; departmental cemeteries and plots; provincially owned cemeteries; Paraplegic Assistance Program; pensioners training; post-

discharge benefits; Royal Canadian Legion – grants; trust funds – general, Head Office, Newfoundland (sub-region), Atlantic, Quebec, Ontario, Prairie and Pacific Regions; Trust Management; and Vetcraft.

Program Record Number: VAC MVA 035

Table of Disabilities

Description: Correspondence relating to both the 1995 and 2006 versions of the Table of Disabilities, its amendments, preparation and distribution.

Topics: Policies and administration; tables by type of disability; and medical guidelines.

Program Record Number: VAC MVA 251

Taxes

Description: Records relating to taxes as they affect Veterans settled under provisions of the Veterans' Land Act and advising Veterans of tax implications.

Topics: Taxes – general; taxes on Crown-owned property; grants in lieu of taxes; payment of taxes; sales tax rebate instructions; gift tax; surface and mineral leases and taxable income; capital gains tax; tax sale procedures; tax limitation agreements; mortgage interest tax credit plans; provincial tax rebates; land transfer tax; land speculation tax; and real property tax deferment.

Program Record Number: VAC MVA 100

Treatment Entitlement

Description: Correspondence relating to treatment entitlement; pension payments during hospitalization; doctor of choice program; and injury or death resulting from treatment.

Topics: General; joint control of treatment services and pensions; medical activities; doctor of choice program; and injury or death resulting from treatment.

Program Record Number: VAC MVA 275

Treatment and Treatment Services

Description: Information on the administration of Veterans' benefits related to medical, surgical and dental treatment, including the supply and maintenance of prosthetic and other appliances to eligible Veterans and other qualified individuals.

Topics: Treatment and treatment services – general; foreign countries; other authorized personnel; Acts and Regulations; Veterans Treatment Regulations; Veterans Health Care Regulations – general; Veterans Independence Program; allowances; dental services – general; dental care plans; hospitalization – general; care; insurance – general; provincial hospital and medicare plans; medical services; pharmacy services – general; agreements; special equipment –

general; eyeglasses and other optical aids; home modifications; prosthetics and orthotics; reports and statistics.

Program Record Number: VAC MVA 040

Trust Funds

Description: Correspondence relating to trust funds consisting of private monies which have been donated by sympathetic individuals who wish to assist Veterans and their families.

Topics: General; statistics; donations; War Veterans Distress Fund; William Scott fund; Regimental fund – 230th Battalion; War Special Assistance Fund; Florence Martineau Fund; Sidney E. Lambert Fund; W. A. Black Benefit Fund; Soldiers' Aid Commission; Canadian Patriotic Fund and the Mennonite Fund; canteen funds, Last Post Fund; RCAF Benevolent Fund; and Army Benevolent Fund.

Program Record Number: VAC MVA 280

Veterans Affairs – General

Description: Information on a wide variety of subjects relating to the operational responsibilities of the Veterans Affairs Department.

Topics: Veterans Affairs – general; Benefits Redesign Project; Pension Reform Project; Canadian Forces Project; evaluation studies; Veterans legislation – general; bills; consolidation project; legislative proposals; Merchant Navy Veterans; Pension Act; Canadian Forces Members and Veterans Re-establishment and Compensation Act; policy issues; subordinate legislation – general; regulatory projects; Veterans Health Care; War Veterans Allowance Act.

Program Record Number: VAC MVA 130

Veterans Insurance

Description: Information on the administration of life insurance purchased by Veterans and other eligible individuals.

Topics: Returned Soldiers Insurance and Veterans Insurance – general; reports; statistics; studies and surveys; acts; regulations and rulings.

Program Record Number: VAC MVA 030

War Veterans Allowance and Civilian War-Related Benefits

Description: Information on the administration of War Veterans Allowance and Civilian War-related Benefits to eligible Veterans and other qualified individuals, including eligibility requirements; rates of allowance; payments and overpayments; authorities; adjudication and decisions.

Topics: War Veterans Allowance and Civilian War-related Benefits – general; acts and regulations; adjudication decisions – general; regular board decisions; Assistance Fund; cheques; eligibility – general; age; residence; medical; service requirements; foreign countries allowances; harmonization with Health Canada and with Canada Revenue Agency, Taxation; other income – general; casual earnings and interest; social assistance – general; Old Age Security; provincial programs; payment of allowances – general; excesses; overpayment of allowances – general; remissions; reports, statistics and statements.

Program Record Number: VAC MVA 045

Veterans Review and Appeal Board

Disability Pension and Disability Award Appeals

Description: Records relating to the adjudication of reviews of decisions rendered by the Minister and of appeals of decisions rendered by the Veterans Review and Appeal Board under the Pension Act, the Canadian Forces Members and Veterans Re-establishment and Compensation Act and other related statutes.

Topics: Procedures – general; reviews of decisions of the Minister and appeals of decisions of the Veterans Review and Appeal Board; reviewers'/editors' procedures; preferred stance decisions; interpretations; legal opinions; rules of procedure and medical opinions.

Program Record Number: VAC VRAB 202

Veterans Review and Appeal Board – General

Description: Information relating to the former Veterans Appeal Board and Canadian Pension Commission and the new Veterans Review and Appeal Board, including historical background, operational functions and responsibilities of the Board.

Topics: Veterans Review and Appeal Board – general; liaison – Veterans' organizations, other federal departments and other levels of government; meetings; audits; appointments; statistics; finance; policy development; correspondence; and plans.

Program Record Number: VAC VRAB 201

War Veterans Allowance and Civilian War-Related Benefits Appeals

Description: Records relating to the adjudication of appeals of decisions rendered by the Department of Veterans Affairs under the War

Veterans Allowance Act and the Civilian War-related Benefits Act, and other related statutes.

Topics: Allowances – general; spousal separation; overpayments; eligibility – general; Allied Forces; military service; theatre of war; income – general; casual earnings; interest; social assistance; procedures – general; regional offices of the Department of Veterans Affairs; preferred stance decisions; interpretations; legal opinions; and rules of procedure.

Program Record Number: VAC VRAB 203

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administrative and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Business Continuity Plans

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

Particular Personal Information Banks

Veterans Affairs Canada

Assistance Fund

Description: This bank contains information on the provision of single cash grants to persons who meet the eligibility criteria and who require a grant to meet an extreme emergency situation.

Class of Individuals: This information relates only to those persons who are recipients in accordance with the War Veterans Allowance Act.

Purpose: The purpose of this bank is to provide information concerning the payment of single cash grants and is authorized under the Department of Veterans Affairs Act, Assistance Fund Regulations and War Veterans Allowance Act.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

RDA Number: 91/006

Related PR#: VAC MVA 045

TBS Registration: 003476

Bank Number: VAC PPU 045

Client Database

Description: This is a computerized data bank relating to Veterans, their spouses and dependants, and other clients who were or are now in receipt of benefits, or who applied for benefits and were denied. Data may include names, addresses, social insurance numbers, service numbers, benefits received and additional information required to provide service to the client. Information in this bank is also shared with the Royal Canadian Legion, with a client's consent, to assist in the preparation of applications for services and benefits from Veterans Affairs.

Class of Individuals: The information relates to Veterans, their spouses and dependants who were or are now in receipt of benefits payable under the War Veterans Allowance Act, the Civilian War-Related Benefits Act, the Pension Act, the

Canadian Forces Members and Veterans Re-establishment and Compensation Act, the Royal Canadian Mounted Police Pension Superannuation Act, sections 32 to 34, the Flying Accidents Compensation Regulations, the Gallantry Gratuities and Annuities Order and the Halifax Relief Commission Pension Continuation Act.

Purpose: The databases are maintained to assist Veterans Affairs in responding effectively to client needs.

Consistent Uses: Information in this bank is shared with Public Works and Government Services Canada PWGSC PPU 040 (Direct Deposit Interface System) or PWGSC PPU 085 (Standard Payment System), for cheque issuance purposes; with Human Resources and Social Development Canada, HRSDC PPU 380 (Service Delivery (SD) and Enterprise Database (OPS)), to determine the Veteran's Old Age Security benefits; and with Canada Revenue Agency (Taxation), CRA PPU 005 (Individual Income Tax Return), to verify the Veteran's income, and with the Last Post Fund to assist in determining eligibility to benefits under the Veterans Burial Regulations, 1995. Information in this bank is also shared with the health claims administrator, who processes medical claims on behalf of the Department of Veterans Affairs.

Retention and Disposal Standards: The databases are continually maintained and an annual snapshot of the databases is released to Library and Archives Canada at the end of November each year.

RDA Number: 91/006

Related PR#: VAC MVA 035 and VAC MVA 045

TBS Registration: 005248

Bank Number: VAC PPU 085

Contractual Obligations

Description: Data in this bank include correspondence, internal memoranda and reports, as well as absentee and rescission documentation.

Class of Individuals: The information relates to Veterans established under the Veterans' Land Act.

Purpose: The purpose of this bank is to monitor, under the Veterans' Land Act and Regulations, payments, taxes, insurance, property maintenance and the residence or operation, as per the contractual agreement made between the Veteran and the Director.

Consistent Uses: Information in this bank may be provided to Justice Canada, JUS PPU 010 (Civil Proceedings and Legal Services), who requires copies of deeds, agreements or historical data from files prepared by the Director, the Veterans'

Land Act, in order to help the Department to resolve issues related to ownership.

Retention and Disposal Standards: Records are transferred to Library and Archives Canada sixty years from the date of final loan payment.

RDA Number: 93/013

Related PR#: VAC MVA 060; VAC MVA 065 and VAC MVA 070

TBS Registration: 003464

Bank Number: VAC PPU 070

Counselling, Rehabilitation, Sheltered Employment, Burial and Trust Fund Benefits, Estates Information

Description: This bank contains information on counselling, rehabilitation, sheltered opportunities, burial benefits, trust fund and Benevolent Fund assistance, and estate information.

Class of Individuals: Certain former and still serving members of the armed forces, and others, who served in World Wars I, II, the United Nations peacekeeping operations in Korea and in peacetime.

Purpose: The purpose of this bank is to provide, under the Department of Veterans Affairs Act, the Pension Act, the Veterans Review and Appeal Board Act, the Civilian War-related Benefits Act, the Veterans Burial Regulations, 1995, Veterans Treatment Regulations, the Guardianship of Veterans Property Regulations, the Veterans Estates Regulations, the Army Benevolent Fund Act, Last Post Fund Regulations, 1995, the Veterans' Rehabilitation Act (repealed 1990), and Veterans Rehabilitation Regulations (repealed), details concerning the counselling, rehabilitation, sheltered employment opportunities, burial benefits, trust fund and Benevolent Fund assistance, and estate information.

Consistent Uses: Information in this bank is occasionally provided to the Public Trustee Estate Administrator and/or third party administrators for administration of estates or to funeral directors for payment purposes. Details of departmental benefit status, service particulars and date of birth may be given to Last Post Fund representatives in order that funeral and burial assistance may be provided.

Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the Veteran or the last eligible dependant, whichever is applicable, and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

RDA Number: 91/006

Related PR#: VAC MVA 020 and VAC MVA 035

TBS Registration: 003469

Bank Number: VAC PPU 005

Devolution of Estates

Description: Data in this bank include legal and other correspondence, inter-office memoranda and reports, as well as Surrogate or Probate Court documents.

Class of Individuals: Information relates to the estates of deceased Veterans who were established under the Soldier Settlement Act and the Veterans' Land Act.

Purpose: The purpose of this bank is to identify, under the Veterans' Land Act and Regulations, those individuals entitled to inherit the agreement of sale of the deceased Veteran.

Consistent Uses: Information in this bank may be provided to Public Trustees, Estate Administrators, Justice Canada, JUS PPU 010 (Civil Proceedings and Legal Services), or provincial taxation and registry offices for the purposes of estate administration.

Retention and Disposal Standards: Records are transferred to Library and Archives Canada sixty years from the date of final loan payment.

RDA Number: 93/013

Related PR#: VAC MVA 060; VAC MVA 065 and VAC MVA 070

TBS Registration: 003465

Bank Number: VAC PPU 075

Disability Awards, Death Benefit and Detention Benefit

Description: This bank pertains to information used to establish applicant/client eligibility for benefits and awards under the Canadian Forces Members and Veterans Re-establishment and Compensation Act. Such information may include: client's full name, date of birth, date of death, mailing and/or residential address, marital status, client file number, Military service number, medical information, summaries of military service, death certificate and documentation related to Prisoner of War (POW) imprisonment, decisions at all level of adjudication and awards and benefits awarded. In view of the fact that the availability of services, programs and benefits extends to the family unit, information on spouses, common law partners, dependants etc. is also collected.

Class of Individuals: Former and current members of any of the Canadian Forces who served after 01 April, 1947, who apply for these benefits. Excluded are members who served in the Special Force from 05 July 1950 to 31 October 1953. Also relates to spouses, common law

partners, dependant children, survivors or orphans of former and still serving members.

Purpose: The purpose of the information is to manage this function/program or activity. This information is used to make decisions about and maintain accounts on awards and allowances for Disability, Death and Detention under the Canadian Forces Members and Veterans Re-establishment and Compensation Act.

Consistent Uses: In accordance with applicable laws the information may also be provided to qualified medical practitioners, health professionals, social agencies (established or accredited by federal or provincial law) and program administrators so that they may adequately provide a social or health service needed by the individual. Information described by this bank may be shared with a health claims administrator who processes Veterans' medical claims on behalf of the Department of Veterans Affairs. Medical and disability benefit information of still serving members, may also be linked to DND PPE 810, (Medical Records) to enable medical authorities of the Canadian Forces to fully assess and respond to the members' health needs. As well, the information may also be used to link with PWGSC PPU 085 (Standard Payment System) to support the issue and post-issue processing required by the Receiver General Payment function. The information is also shared with the Last Post Fund (a non profit organization dedicated to ensuring that no war Veterans who meet wartime service eligibility criteria are denied a dignified funeral and burial for lack of sufficient funds) to assist in determining eligibility to benefits under the Veterans Burial Regulations of 1995. If a client resides in a foreign country, the information may also be given to the administration of foreign governments for the purpose of administering services, programs and benefits. This information may be shared with other programs within Veterans Affairs Canada: the Rehabilitation program (VAC PPU 550) and the Financial Benefits program (VAC PPU 510). This information may also be used internally for program management purposes including research, statistics, planning and evaluation.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: VAC MVA 500, VAC MVA 510, VAC MVA 540 and VAC MVA 550

TBS Registration: 003476

Bank Number: VAC PPU 560

Educational Assistance

Description: The information in this bank concerns educational assistance available to eligible Veterans and their dependants.

Class of Individuals: Eligible Veterans and/or dependants.

Purpose: The purpose of this bank is to provide, under the Veterans Rehabilitation Act (Repealed 1990), Children of Deceased Veterans Education Assistance Act and the Pensioners Training Regulations, and details relating to educational assistance. Originally, this assistance was available to persons who served in the armed forces and their dependants. Currently, the Education Assistance Program provides post-secondary assistance to eligible children of CF members and Veterans who die/died as a result of military service.

Consistent Uses: None.

Retention and Disposal Standards: These records are retained for six fiscal years after the student reaches the age of 30; if benefits extend beyond the age of 30, the files are retained six fiscal years after the last administrative action. After the retention period has expired the records are destroyed in accordance with the approved disposition authority.

RDA Number: 83/031

Related PR#: VAC MVA 035TBS

TBS Registration: 003470

Bank Number: VAC PPU 010

Eligibility, Property Purchase and Sale, and Construction

Description: Data in this bank include Veterans' applications, inter-office memoranda, owners' offers to sell, legal documentation and correspondence regarding acquisition of title, Veterans' agreements of sale, construction contracts and related documentation, and acquisition of stock and equipment.

Class of Individuals: The information relates to Veterans established under the Soldier Settlement Act and the Veterans' Land Act.

Purpose: The purpose of this bank is to provide, under the Soldier Settlement Act and the Veterans' Land Act and Regulations, details concerning the eligibility of a Veteran for financial assistance, the appraisal and acquisition of property and the improvement thereon of existing buildings and/or construction of new buildings, the agreements of sale covering resale of such properties and the acquisition of stock and equipment to the Veteran purchaser.

Consistent Uses: Information in this bank may be provided to Justice Canada, JUS PPU 010 (Civil Proceedings and Legal Services), who requires copies of deeds, agreements or historical data from files prepared by the Director, the Veterans' Land Act.

Retention and Disposal Standards: Records are transferred to Library and Archives Canada sixty years from the date of final loan payment.

RDA Number: 93/013

Related PR#: VAC MVA 060; VAC MVA 065 and VAC MVA 070

TBS Registration: 003462

Bank Number: VAC PPU 060

Financial Benefits

Description: This bank pertains to information required to calculate and administer benefits under the Financial Benefits program. Such information may include: client's full name, date of birth, date of death, mailing and/or residential address, marital status, Social Insurance Number (SIN), Military Service Number, summaries of service and financial information. In view of the fact that the availability of benefits extends to the family unit, information on spouses, common law partners, dependants, etc., is also collected.

Note: Eligibility for the Financial Benefits program commences upon approval for the Rehabilitation Services and Vocational Assistance program.

Class of Individuals: Veterans who are or who have previously been deemed eligible for Rehabilitation Services and Vocational Assistance. Also relates to spouses, common law partners, dependant children, survivors or orphans.

Purpose: This information is used to administer the following programs: the Earnings Loss Benefits (Temporary and Extended), Canadian Forces Income Support, Permanent Impairment Allowance and Supplementary Retirement Benefit.

Consistent Uses: Between 1960 and 1990, some documents received in Veterans Affairs Canada (VAC) from the Department of National Defence (DND) may contain the SIN because DND personnel were required to use it as their personal identification number during that time. In accordance with the Canadian Forces Members and Veterans Re-establishment and Compensation (CFMVR) Act, the Social Insurance Number (SIN) may be used to match information described in the bank with CRA PPU 005 (Individual Income Tax Return) to verify the Veteran's income information. This information may be provided to Public Works and Government Services Canada (PWGSC) to support the issue and post-issue processing

required by the Receiver General Payment function (PWGSC PPU 085 – Standard Payment System). This information may be shared with other programs within Veterans Affairs Canada; the Rehabilitation Services and Vocational Assistance (VAC PPU 550) and the Disability Awards, Death Benefit and Detention Benefit (VAC PPU 560). This information may also be used internally for program management purposes including research, statistics, planning and evaluation.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: VAC MVA 500, VAC MVA 510, VAC MVA 540 and VAC MVA 550.

TBS Registration: 005508

Bank Number: VAC PPU 150

Health Care Programs (Non-Pension Related)

Description: This bank contains information on health care benefits and treatments provided to Veterans and other qualified individuals for illness or non-pensioned disability.

Class of Individuals: This information relates to persons who served in the armed forces or in the Merchant Navy during World Wars I, II and/or the U.N. operations in Korea, members of certain civilian organizations during World War II, former and still serving members of the Canadian Forces, and other persons who have received departmentally sponsored treatment and health care benefits.

Purpose: The purpose of this bank is to provide, under the Department of Veterans Affairs Act and Veterans Health Care Regulations, information on health care benefits and services and care provided to Veterans and other qualified persons for illness or disability not related to any pensioned disability.

Consistent Uses: Information in this bank is shared with the health claims administrator, who processes medical claims on behalf of the Department of Veterans Affairs.

Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

RDA Number: 91/006

Related PR#: VAC MVA 040

TBS Registration: 003473

Bank Number: VAC PPU 020

Honours and Awards

Description: This bank contains ships ledgers, World War I and World War II badge ledgers and nominal rolls for Newfoundland Veterans.

Class of Individuals: Persons who served in the armed forces during the World Wars I and II and Newfoundland Veterans who served in the Royal Navy, Royal Air Force or the Merchant Marine during World War II or the Korean War.

Purpose: The purpose of the bank is to identify those individuals who have applied for and/or received medals or copies of medals.

Consistent Uses: None.

Retention and Disposal Standards: For Veterans or others who have made a claim for medals, all information including correspondence is retained for a period of three months after the decision is communicated, at which time the records are forwarded to Library and Archives Canada for inclusion in the Veteran's service record. First World War and Killed in Action WWII correspondence have been identified as historical records and are retained permanently by Veterans Affairs Canada.

RDA Number: Under development.

Related PR#: VAC MVA 005

TBS Registration: 002280

Bank Number: VAC PPU 110

Immediate Post-Discharge Benefits

Description: This bank contains information about post-discharge benefits paid to qualifying persons.

Class of Individuals: These benefits were available to persons who served in the armed forces and paramilitary bodies in World War II and/or the Korean War. Also Newfoundland Veterans eligible for re-establishment credits.

Purpose: The purpose of this bank is to provide, under the War Service Grants Act and the Veterans Benefit Act and respective Regulations, information on war service gratuities, re-establishment credits and other immediate post-discharge benefits.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the Veteran and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

RDA Number: 91/006

Related PR#: VAC MVA 035

TBS Registration: 003471

Bank Number: VAC PPU 015

Job Placement Assistance

Description: This bank pertains to information required to establish eligibility for services under

the Job Placement program. Such information may include: client's full name, mailing and/or residential address, Military Service Number, employment histories, Military Occupation Classifications, progress reports about job placement efforts and death certificates.

Class of Individuals: Former members of any of the Canadian Forces who served after 01 April, 1947, with the exclusion of the members who served in the Special Force from 05 July 1950 to 31 October 1953. Also relates to spouses or common law partners of former or deceased members.

Purpose: To administer and manage the Job Placement program.

Consistent Uses: Between 1960 and 1990, some documents received in Veterans Affairs Canada (VAC) from the Department of National Defence (DND) may contain the SIN because DND personnel were required to use it as their personal identification number during that time. Information described by this bank may be shared with an external job placement service provider for the purpose of delivering individual career counselling and job finding assistance to veterans on behalf of the Department of Veterans Affairs. This information may be used internally for program management purposes including research, statistics, planning and evaluation. This information may also be shared with another program within Veterans Affairs Canada: the Financial Benefits program (Canadian Forces Income Support – VAC PPU 510).

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related to PR#: VAC MVA 510, VAC MVA 530 and VAC MVA 540

TBS Registration: 005509

Bank Number: VAC PPU 530

Legal Services for Disability Applicants and Allowance Appellants

Description: The bank contains correspondence, notices, documentary evidence, submissions, forms relating to the initiation of claims, the searching of records, the identification of evidence, the counselling of applicants and the preparation and presentation of assessment and entitlement claims before review and appeal panels of the Veterans Review and Appeal Board. Some items of information in this bank are subject to solicitor-client privilege. The material is used for the preparation and presentation of claims.

Class of Individuals: The class of individuals to whom the personal information bank relates is: Veterans of World War I, World War II, the Korean War, members of the Royal Canadian Mounted Police, members of the Canadian Armed Forces and their widows and dependants.

Purpose: The purpose of this bank is to provide information used by the Bureau of Pensions Advocates in providing free legal service to persons seeking to establish claims under the Pension Act, Canadian Forces Members and Veterans Re-establishment and Compensation Act, the Civilian War-related Benefits Act, War Veterans Allowance Act, Flying Accidents Compensation Regulations, Gallantry Gratuities and Annuities Order, the Royal Canadian Mounted Police Superannuation Act and the Royal Canadian Mounted Police Pension Continuation Act.

Consistent Uses: Information in this bank is provided to qualified medical practitioners in order to obtain medical opinions in support of claims. The information is also used occasionally to support other claims of a similar nature.

Retention and Disposal Standards: Records are retained for a period of five years after the date of service to the client provided there has been no activity on the file for at least two years and then may be destroyed in accordance with the approved disposition authority.

RDA Number: 95/012

Related PR#: VAC MVA 295 and VAC MVA 300

TBS Registration: 003482

Bank Number: VAC PPU 090

Payment of Short-Term Allowances

Description: This bank contains information about short-term allowances that were payable to eligible Veterans.

Class of Individuals: Certain former members of the Armed Forces, and others, who served in World Wars I, II, and the Korean War.

Purpose: The purpose of this bank is to provide, under the Department of Veterans Affairs Act, information concerning the payment of short-term allowances for service in World War II and/or the Korean War, during periods of unemployment, temporary incapacity and while awaiting returns from business.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant, or when the Veteran reaches the age of 90 as long as two years have elapsed since the last administrative action, and then may be transferred to Library and

Archives Canada in accordance with the approved disposition authority.

RDA Number: 91/006

Related PR#: VAC MVA 035

TBS Registration: 003460

Bank Number: VAC PPU 025

Pensions and Compensation

Description: The data in this bank may be held in written or recorded form and include addresses, personal characteristics, regimental numbers, pension numbers, summaries of service, medical records, information on dependants, applications for benefits, records of hearings, decisions at all levels of adjudication, benefits awarded, pension payment inquiries and related correspondence of the individuals concerned.

Class of Individuals: Former and still serving members of any of the Canadian Forces (or, in some cases, Allied Forces), the Royal Canadian Mounted Police, certain civilians and their dependants. Also, for Newfoundland Veterans who, prior to 1949, received a pension from the British Government; this information is maintained in entitlement ledgers, medical registers and nominal rolls.

Purpose: The purpose of the bank is to retain the documents required for making decisions and maintaining accounts on pensions, compensation and grants for applicants under the Pension Act, Canadian Forces Members and Veterans Re-establishment and Compensation Act, Flying Accidents Compensation Regulations, Civilian War-related Benefits Act, Gallantry Awards Order, the Royal Canadian Mounted Police Superannuation Act, the Royal Canadian Mounted Police Pension Continuation Act, the Special Operators War Service Benefits Act, the Supervisors War Service Benefits Act, the Penitentiary Inmates Accident Compensation Regulations, the Special Indemnities Plan for Dependants of Canadian Forces Attachés, the Defence Services Pension Continuation Act, the Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act.

Consistent Uses: Information in this bank may be provided to the Department of National Defence, DND PPE 810 (Medical Records) or the Royal Canadian Mounted Police, CMP PPE 802 (RCMP Member Service Records) or CMP PPE 808 (Medical Records of RCMP Members), for the administration of shared benefits; or with foreign governments for the purpose of administering pensions to recipients residing in a foreign country. Information may also be shared with authorized

parties to assist the Department in the collection of overpayments.

Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

RDA Number: 91/006

Related PR#: VAC MVA 045; VAC MVA 230 and VAC MVA 240

TBS Registration: 003478

Bank Number: VAC PPU 055

Pensions Under the Halifax Relief Commission Pension Continuation Act

Description: This bank contains personal, medical and social characteristics of those individuals whose injuries were registered with the Halifax Relief Commission following the explosion of December 6, 1917.

Class of Individuals: Individuals injured in the Halifax explosion.

Purpose: The purpose is to maintain a record of persons injured in the Halifax explosion in order to administer pension payments and consider claims for pensions under the Halifax Relief Commission Pension Continuation Act.

Consistent Uses: The original fund is depleted and monies are now paid by Veterans Affairs Canada to individuals with funds transferred from the Department of Finance. Therefore, certain information must be provided to the Minister of Finance as required by the Finance Act.

Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the recipient and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

RDA Number: 91/006

Related PR#: VAC MVA 220

TBS Registration: 003477

Bank Number: VAC PPU 050

Personal Information Disclosed to Federal Investigative Bodies

Description: This bank has been established to retain copies of requests for personal information received from authorized federal investigative bodies pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation.

Class of Individuals: Individuals about whom requests for personal information have been received from federal investigative bodies.

Purpose: The purpose of this bank is to permit the Privacy Commissioner to review disclosures

made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province, or for carrying out a lawful investigation.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for a period of two years after the last administrative action and then may be destroyed in accordance with the approved disposition authority.

RDA Number: 98/001

Related PR#: VAC PRN 930

TBS Registration: 002756

Bank Number: VAC PPU 101

Property Sales and Other Dispositions

Description: Data in this bank include legal documents, survey plans and descriptions, authority for dispositions such as Orders-in-Council or ministerial approval and, where applicable, tendering documentation as well as correspondence and inter-office memoranda.

Class of Individuals: The information relates to Veterans established under the Soldier Settlement Act and the Veterans' Land Act.

Purpose: The purpose of this bank is to provide information on sales, granting of easements, gas and oil leases, right of way, etc., Related Properties acquired by the Director under the Veterans' Land Act and Regulations.

Consistent Uses: Information in this bank may be provided to Justice Canada JUS PPU 010 (Civil Proceedings and Legal Services) who requires copies of deeds, agreements or historical data from files prepared by the Director, the Veterans' Land Act.

Retention and Disposal Standards: Records are transferred to Library and Archives Canada sixty years from the date of final loan payment.

RDA Number: 93/013

Related PR#: VAC MVA 060; VAC MVA 065 and VAC MVA 070

TBS Registration: 003463

Bank Number: VAC PPU 065

Records of Sea Service for Canadian Merchant Seaman

Description: This bank contains individuals' names, dates and places of birth, record of vessels and periods of service for Merchant Seamen in the Canadian Merchant Navy and seamen killed or injured on certain vessels. The records maintained cover World War II, 1939 to 1947 and a limited number of ships which operated in the Korean War, 1950 to 1953.

Class of Individuals: Canadian Merchant Seamen.

Purpose: The purpose of this bank is to provide statements of sea service to support applications for service medals and Veterans' benefits to individual merchant seamen. The primary identifiers are name, date of birth and name of ship.

Consistent Uses: None.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: VAC MVA 130

TBS Registration: 003736

Bank Number: VAC PPU 120

Rehabilitation Services and Vocational Assistance

Description: This bank pertains to information used to establish eligibility for Rehabilitation services and Vocational Assistance. Such information may include: client's full name, date of birth, date of death, mailing and/or residential address, marital status, Social Insurance Number (SIN), Military Service Number, medical information and summaries of service. Spouses/common law partners and survivors may be eligible for services and assistance and their information may also be collected.

Class of Individuals: Former members of any of the Canadian Forces who served after 01 April, 1947, with the exclusion of the members who served in the Special Force from 05 July 1950 to 31 October 1953, as well as the Veteran's spouse/common-law partner, or the survivor (in the case of member's death related to military service).

Purpose: To administer and manage the program, including assessments; determining eligibility and if applicable, receiving Rehabilitation Services and Vocational Assistance.

Consistent Uses: Between 1960 and 1990, some documents received in Veterans Affairs Canada (VAC) from the Department of National Defence (DND) may contain the SIN because DND personnel were required to use it as their personal identification number during that time. Information described by this bank may be shared with an external service provider for the purpose of delivering Rehabilitation Services and Vocational Assistance to eligible participants on behalf of the Department of Veterans Affairs. In accordance with applicable laws, this information may be provided to qualified medical practitioners, health professionals, social agencies (established or accredited by federal or provincial law) and program administrators in order that they may adequately provide services and assistance

needed by the individual. This information may be shared with other programs within Veterans Affairs Canada: Financial Benefits (VAC PPU 510), Job Placement Assistance (VAC PPU 540). This information may also be used internally for program management purposes including research, statistics, planning and evaluation.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: VAC MVA 510, VAC MVA 540 and VAC MVA 550

TBS Registration: 005510

Bank Number: VAC PPU 550

Residential Care

Description: This bank contains information on health care benefits provided to Veterans and other qualified individuals who are or have been patients in departmental hospitals or contract beds in provincial and private facilities. Some of this information may have been copied to Head Office and regional office files. This bank, however, represents a complete account of treatment received which is organized by and must be accessed by the institution.

Class of Individuals: This information relates to persons who served in the armed forces or in the Merchant Navy during World Wars I, II and/or the U.N. operations in Korea, members of certain civilian organizations during World War II, Canadian Forces Veterans and other persons who have received treatment in a present or former departmental facility or contact bed.

Purpose: The purpose of this bank is to provide, under the Department of Veterans Affairs Act, and Veterans Health Care Regulations, information on health care benefits provided to war Veterans and other qualified persons who receive residential care.

Consistent Uses: Information in this bank is shared with the health claims administrator, who processes medical claims on behalf of the Department of Veterans Affairs.

Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

RDA Number: 91/006

Related PR#: VAC MVA 040

TBS Registration: 003472

Bank Number: VAC PPU 016

Treatment of a Pensioned/Awarded Condition

Description: This bank contains information on health care benefits and treatment for a pensioned/awarded disability.

Class of Individuals: This information relates to those persons, including Veterans, still serving member of the Canadian Forces (CF), and retired and still serving members of the Royal Canadian Mounted Police (RCMP) who hold entitlement to a disability pension/award as a result of a decision of the Department of Veterans Affairs (VAC) or the Veterans Review and Appeal Board (formerly the Canadian Pension Commission and or the Veterans Appeal Board).

Purpose: The purpose of this bank is to provide, under the Department of Veterans Affairs Act and Veterans Health Care Regulations, information concerning medical treatment and related benefits for a pensioned/awarded disability resulting from service in the armed forces, in specified civilian organizations and, in the case of a federal government employee, for a disability resulting from an accident during a non-scheduled air flight.

Consistent Uses: In the case of still serving CF or RCMP members, VAC discloses disability benefit information to the employer department (DND or RCMP) regarding members that have received a favourable ruling; DND PPE 810 (Medical Records) or CMP PPE 802 (RCMP Member Service Records), CMP PPE 808 (Medical Records of RCMP Members...) The information disclosed is limited to name, service number, medical pension code, medical disability description and effective date. This information is provided to ensure that the employer can effectively administer health care services and benefits. In the case of CF members, it also ensures that CF medical staff is fully aware of all medical conditions and treatments that could impact on a member's ability to perform his/her military duties. Information may also be shared with the health claims administrator, who processes medical claims on behalf of VAC.

Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

RDA Number: 91/006

Related PR#: VAC MVA 040

TBS Registration: 003474

Bank Number: VAC PPU 030

Veterans Independence Program

Description: This bank contains information about the services relating to healthy, independent living provided to individual Veterans and other eligible clients through the Veterans Independence Program.

Class of Individuals: This information relates to persons who served in the armed forces during World Wars I and II, the United Nations operations in Korea, former and still-serving members of the Canadian Forces, and Merchant Navy Veterans and others who are eligible for services and benefits under the Veterans Independence Program.

Purpose: The purpose of this bank is to provide, under the Department of Veterans Affairs Act and Veterans Health Care Regulations, information on benefits and services provided to Veterans and other eligible clients in order to assist them to remain healthy and independent in their own homes or communities.

Consistent Uses: Information in this bank is shared with the health claims administrator who processes medical claims on behalf of Veterans Affairs Canada.

Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

RDA Number: 91/006

Related PR#: VAC MVA 020 and VAC MVA 040

TBS Registration: 003479

Bank Number: VAC PPU 056

Veterans Life Insurance

Description: This bank contains information required for the provision and administration of Veterans' life insurance programs.

Class of Individuals: Veterans, widows (ers) of Veterans, and qualified civilians.

Purpose: The purpose of this bank is to provide, under the Veterans Insurance Act, the Veterans Insurance Regulations, the Returned Soldiers' Insurance Act and the Returned Soldiers' Insurance Regulations, information required in identifying eligible Veterans, certain civilian personnel or widows of Veterans who contracted for life insurance under the provisions of the Acts listed above.

Consistent Uses: Information in this bank may be provided to the beneficiaries of a policy holder and with the administrator/executor of the estate of the deceased policy holder or beneficiary to issue the death benefit payment from the life insurance

policy; with the Office of the Superintendent of Financial Institutions in the annual valuation reports submitted to the Chief Actuary reporting all activity on individual policies; with Canada Revenue Agency, CRA PPU 005 (Individual Income Tax Return), for tax purposes required under the Income Tax Act.

Retention and Disposal Standards: Presently under review.

RDA Number: 03/005

Related PR#: VAC MVA 030

TBS Registration: 003461

Bank Number: VAC PPU 035

War Veterans Allowance

Description: This bank contains written or recorded information concerning the payment of War Veterans Allowance.

Class of Individuals: This information relates to those qualified persons who served in, or were in close support of, the armed forces during World Wars I, II, and/or the Korean War.

Purpose: The purpose of this bank is to provide information about the payment of allowances to qualified persons under the War Veterans Allowance Act, the Veterans Allowance Regulations and the Civilian War-related Benefits Act. Authorization for the collection of Social Insurance Numbers comes under the War Veterans Allowance Act.

Consistent Uses: Information in this bank is shared with authorized parties to assist the Department in the collection of War Veterans Allowance overpayments. Information is also data-matched with Human Resources and Social Development Canada, HRSDC PPU 380 (Service Delivery (SD) and Enterprise Database (OPS)), and Canada Revenue Agency, CRA PPU 005 (Individual Income Tax Return), for income verification purposes.

Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

RDA Number: 91/006

Related PR#: VAC MVA 040 and VAC MVA 045

TBS Registration: 003475

Bank Number: VAC PPU 040

Veterans Review and Appeal Board

Individual Case Summaries

Description: Data in this bank include a person's name, service number, reason for application to the former War Veterans Allowance Board and

a summary of the pertinent facts of the case, including options for the Board's consideration.

Class of Individuals: The personal information contained in this bank relates to individuals who were dissatisfied with the decisions of the departmental adjudicators made under the War Veterans Allowance Act and the Civilian War-related Benefits Act.

Purpose: The purpose of this bank is to retain all case summaries prepared by the staff of the Board to summarize the facts of each appeal for reference purposes. These summaries date from 1981 to September 1987, when the War Veterans Allowance Board amalgamated with the Pension Review Board to form the Veterans Appeal Board.

Consistent Uses: The information is shared with the Department of Veterans Affairs and Bureau of Pensions Advocates for purposes of administering the individual's eligibility for Veterans' benefits. The information is also used occasionally to support similar claims.

Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant and then may be transferred to Library and Archives Canada as historical records.

RDA Number: 91/006

Related PR#: VAC VRAB 201; VAC VRAB 202 and VAC VRAB 203

TBS Registration: 003466

Bank Number: VAC PPU 095

Veterans Review and Appeal Board

Reviews and Appeals

Description: This bank was established to store material relating to reviews and appeals made to the Veterans Review and Appeal Board, appeals made to the former Veterans Appeal Board and the former Canadian Pension Commission and the former Pension Review Board and the disposition thereof. It contains correspondence, notices, case summaries, documentary evidence, submission, medical information and decisions, all related to the consideration and disposition of reviews and appeals filed before the Veterans Review and Appeal Board, and of the former Canadian Pension Commission and Veterans Appeal Board.

Class of Individuals: The information relates to individuals who have served in any of the Canadian Forces (or, in some cases, Allied Forces), certain civilians defined in the Acts mentioned below and their dependants.

Purpose: The purpose of this bank is to provide the Veterans Review and Appeal Board with

pertinent information to assist in the disposition of appeals against review decisions of the Veterans Review and Appeal Board, the former Canadian Pension Commission, the former War Veterans Allowance Board, the former Pension Review Board, the former Veterans Appeal Board, and the Department of Veterans Affairs, made under the Pension Act, the War Veterans Allowance Act, the Civilian War-related Benefits Act, Flying Accidents Compensation Regulations, Gallantry Gratuities and Annuities Order, the Royal Canadian Mounted Police Superannuation Act and the Royal Canadian Mounted Police Pension Continuation Act, Canadian Forces Members and Veterans Re-establishment and Compensation Act, Department of Veterans Affairs Act, Special Operators War Service Benefits Act, Supervisors War Service Benefits Act, Veterans Benefit Act, Veterans Review and Appeal Board Act, Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act, Aeronautics Act [PART]*Appropriation Act No. 4, 1968 [PART] (pensions for survivors of instructors of British Commonwealth Air Training Plan), Canadian Charter of Rights and Freedoms, Halifax Relief Commission Pension Continuation Act, Interpretation Act, National Defence Act [1950] (deserters and absentees), Newfoundland Act [PART], Award Regulation, Canadian Forces Members and Veterans Re-establishment and Compensation Regulations, Civilian Government Employees (War) Compensation Order, Order Designating Charlottetown, Prince Edward Island as Head Office of the Veterans Review and Appeal Board, Prescribed Persons and Organizations Regulations, Special Duty Area Pension Order, Veterans Allowance Regulations, Veterans Review and Appeal Board Regulations, Ministerial Orders Designating Special Duty Areas and Special Duty Operations.

Consistent Uses: The information is shared with the Department of Veterans Affairs and Bureau of Pensions Advocates for purposes of administering the individual's eligibility for Veterans' benefits. The information is also used occasionally to support similar claims. The bank's information is also occasionally disclosed to qualified medical practitioners for the purpose of obtaining independent medical advice.

Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant and then may be transferred to Library and Archives Canada in accordance with the appropriate disposition authority.

RDA Number: 91/006

Related PR#: VAC VRAB 201; VAC VRAB 202 and VAC VRAB 203

TBS Registration: 003480

Bank Number: VAC PPU 080

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Business Continuity Plans (BCP)

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrongdoing in the Workplace

Personnel Security Screening

Relocation

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

Classes of Personal Information

In the course of conducting the programs and activities of the Department of Veterans Affairs and the associated agency, the Veterans Review and Appeal Board, categories of personal information may be accumulated which are not contained in specific information banks described in this entry.

Such information includes enquiries, complaint and general correspondence stored as part of the general subject files and not retrievable by any personal identifier. This form of personal information is normally retrievable by means of specific information such as subject and/or date of communication.

The retention periods associated with this information are consistent with those associated with the general subject files wherein they are stored.

Manuals

- Accounting Policy and Procedures Manual
- Administrative Information Manual
- Canada Remembers Program Policy Manual, Volumes 1 and 2
- Departmental Instructions
- Financial Policy and Procedures Manual
- Human Resources Policy Manual
- Lexicon
- National Technical Maintenance Manual for Veterans' Gravesites in Canada
- Pension Policy Manual
- Personnel Communiqués
- Table of Disabilities
- Veterans Affairs Canada Security Manual
- Veterans Affairs Electronic Mail Policy
- Veterans Affairs Information Management Plan
- Veterans Affairs Information Technology Security Handbook
- Veterans Affairs Information Technology Standards
- Veterans Affairs Master Subject File Classification
- Veterans Affairs Technology Strategy/Architecture
- Veterans Legislation – Volumes I–II
- Veterans Programs Policy Manual – Volume I–III, V
- Veterans Review and Appeal Board Interpretations
- Veterans Services Boundary Book
- Veterans Services Operations Manual – Volumes I–V, VII–IX
- War Veterans Allowance Board – Precedent Decision Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

General information enquiries that do not require access to records should be directed to the Veterans Affairs Canada toll-free general inquiries number:

1-866-522-2122

Internet: www.vac-acc.gc.ca

Reading Room

An area within the Portfolio's library at Head Office in Charlottetown has been designated under the Access to Information Act as a public reading room. The address is:

Daniel J. MacDonald Building
161 Grafton Street
Charlottetown, Prince Edward Island

Arrangements can be made for viewing documents in any of our field offices as well.

Western Economic Diversification Canada

Chapter 177

General Information

Background

Western Economic Diversification Canada (WD) was established in 1987 to help lessen the West's (British Columbia, Alberta, Saskatchewan and Manitoba) economic dependence on natural resources.

Responsibilities

Under the Western Economic Diversification Act, 1988, the department is mandated to "promote the development and diversification of the economy of Western Canada and to advance the interests of Western Canada in national economic policy, program and project development and implementation".

WD's strategic investments will help to fulfill its vision of a stronger West, a stronger Canada.

Legislation

- Western Economic Diversification Act, S.C. 1988, c. 17

Organization

Since 1987, Western Economic Diversification Canada has worked with, and on behalf of, western Canadians to address a wide range of issues that affect the region's long-term prosperity and the ability of its communities to prosper economically.

The department organizes its programs and services to achieve the following strategic outcomes: policies and programs that support the development of Western Canada (policy, advocacy and coordination); economically viable communities in Western Canada with a high quality of life (community economic development); and a competitive and expanded business sector in Western Canada and a strengthened western Canadian innovation system (entrepreneurship and innovation).

The department's Headquarters is co-located in Edmonton with the Alberta Region office. There are also regional offices located in each of the other western provinces, in Winnipeg, Saskatoon and Vancouver, and a Liaison Office located in Ottawa.

Regional satellite offices also exist in Calgary, Regina and Victoria.

The department's Deputy Minister is located in Edmonton, with Assistant Deputy Ministers located in each of the regional offices and Ottawa.

Each of the western Assistant Deputy Ministers are responsible for the delivery of programs and services in their region which support the department's strategic outcomes, as well as corporate responsibilities.

WD's mandate is primarily delivered through grants and contributions (G&Cs) under a variety of programs. Key among these is the Western Diversification Program (WDP) whose terms and conditions have been used as the basis to renew the Western Economic Partnership Agreements (WEPAs). WEPAs are multi-year, joint federal-provincial initiatives aimed at promoting coordinated economic development in each of the four western provinces.

The department's long-term funding base has been stabilized, enabling more effective multi-year planning. WD's mandate allows it to take a flexible and innovative approach to working with a wide network of partners in order to make strategic investments in promoting economic development and diversification in the West.

Since 1995, WD has directed its core resources towards working in collaboration with many partners including all levels of government, universities, financial institutions, the private sector, and the not-for-profit sector. Key partners in the not-for-profit sector include members of the Western Canada Business Service Network (WCBSN), which is comprised of over 100 points of service, including: Community Futures Development Corporations (CFDCs), offices of the Women's Enterprise Initiative (WEIs), Francophone Economic Development Organizations (FEDOs) and Canada Business Service Centres (CBSCs).

The department actively engages westerners in consultations to identify needs and priorities, and to develop the kinds of partnerships required to respond to horizontal and complex issues that cannot be managed unilaterally. This collaborative approach, along with a targeted research agenda, is an integral part of WD's efforts to ensure

that western Canadian views are effectively represented at the national level.

WD also delivers a range of federal programming in the West on behalf of the Government of Canada, such as the Infrastructure Canada Program, the Municipal Rural Infrastructure Fund and key Canada Strategic Infrastructure Fund projects in the West on behalf of Infrastructure Canada.

Information Holdings

Program Records

Agricultural Processing and Marketing (APMA) Agreement

Description: This bank contains records relating to approved projects under the above mentioned program. Each file consists of the applicant's profile and supporting documentation; the project's description, costs, financing, financial statements, business plan, an analysis of these projects and WD's project recommendation and the contract.

Topics: Records on commercial or non-commercial businesses, non-profit organizations and other institutions or organizations.

Access: By project.

Format: Paper.

Program Record Number: WED 5610-2

Canadian Foundation for Innovation Support Program (CFI-SP)

Description: Includes records relating to the CFI-SP, which is an independent corporation established by the federal government to fund research infrastructure in the areas of health, environment, science or engineering.

Topics: Policy, general, projects and regional information.

Access: By subject, by project.

Format: Paper.

Program Record Number: WED 6500-6599

Client Service

Description: Includes records relating to the new directions of WD to address the needs of small and medium-sized enterprises by focusing its services in the areas of business, capital, information and integration of government services to business.

Topics: Policy, general, advocacy, business services, capital services, information services, Government on Line, Canada Business Service Centres, integration of government services to business, Urban Development Agreements.

Access: By subject, by project.

Format: Paper.

Program Record Number: WED 6800-6999

Communications

Description: Subjects relating to discussions, recommendations and documentation on issues, as well as publicity and promotional planning activities, of the Department.

Topics: Communications generally; publications; news clippings; news releases; speeches.

Access: Files arranged by subject.

Format: Paper.

Program Record Number: WED 4000-4099

Community Futures Program

Description: Provides assistance to SMEs and supports community economic development in rural areas by assisting communities to develop and diversify. WD contributions support the operating costs of Community Futures Development Corporations (CFDCs) in the four western provinces and provide capital for an investment fund.

Topics: This bank contains contribution agreements with the CFDCs, financial statements, annual operating plans and performance reports of these organizations.

Access: By province, by CFDC.

Format: Paper.

Program Record Number: WED 5200-5299

Consulting and Professional Services Contracts

Description: Subjects relating to the contract proposal, contracts awarded, types of services rendered, length of contracts, money expended.

Topics: Information concerning the vendor and the contract value.

Access: By project.

Format: Paper.

Program Record Number: WED ADM 020

Economic Regional Development Agreements (ERDAs)

Description: ERDAs with the western provinces, and subsidiary agreements with the provincial governments.

Topics: General, monthly reports, summary of signed agreements, briefings, funding/negotiations with Finance, budget on regional development, financial and program expenditure data, provincial governments, WD/ERDA agendas by province, ERDA Management Committee, regional economic development, and various regional agreements.

Access: By province, by topic.

Format: Paper.

Program Record Number: WED 5500-5599

ERDA Sub-Agreement Projects

Description: Includes records relating to projects resulting from ERDAs or subsidiary agreements.

Topics: General, South Moresby, Agricultural Processing and Marketing Agreement (APMA), Winnipeg Core, including Forks Renewal Corporation and North Portage Development Corporation, Industrial Development Agreement (IDA), Small Business Incentives Sub-Agreement (SBISA).

Access: By province, by project.

Format: Paper.

Program Record Number: WED 5600-5699

First Jobs in Science and Technology Program (FJST)

Description: Includes records relating to the FJST, a program developed to respond to the needs of small and medium-sized to adapt, acquire or integrate science and technology new to their business, or implement, modify or operate a new technology.

Topics: General and regional projects.

Access: By subject, by project.

Format: Paper.

Program Record Number: WED 6400-6499

Industrial Regional Development Program (IRDP)

Description: Subjects and projects relating the Industrial Regional Development Program in the western provinces undertaken by the department (and other departments responsible for western economic and regional development). Subjects involve cross-sectoral policies, including requests for information, investigation and analysis; project monitoring; financial statement review; and evaluation.

Topics: General, agreements for economic and regional development, projects.

Access: By program name, by project.

Format: Paper.

Program Record Number: WED 6000-6099

Infrastructure

Description: Includes records and projects relating to WD's involvement in the Infrastructure Works Program (IWP), the Infrastructure Canada Program (ICP), the Municipal Rural Infrastructure Fund (MRIF) and the Canada Strategic Infrastructure Program.

Topics: General, evaluations reports, infrastructure agreements, project information.

Access: By program name, by project.

Format: Paper and electronic.

Program Record Number: WED 5900-5999

Innovations and Community Investment Program (ICIP)

Description: Projects carried out under ICIP are focused on specific issues and opportunities grouped around three major themes: Community Innovation Strategy, Innovative Technologies, and Skills Development.

Topics: General, policy, grants and contributions.

Access: By file number.

Format: Paper and electronic.

Program Record Number: WED 9500-9599

Internal Audit

Description: Subjects related to an independent examination to get an appreciation of risk management practices for decision-making, control and practices of management in relation to the contribution programs and the business procedures of WD.

Topics: Internal audit report or examination report on assistance programs to regional development and business procedures of WD.

Access: By subject.

Format: Paper.

Program Record Number: WED 5060

International Trade Personnel Program (ITPP)

Description: Includes records relating to the ITPP, a program developed to respond to the needs of small and medium-sized business to enhance their competitiveness in international trade.

Topics: General and regional projects.

Access: By subject, by project.

Format: Paper.

Program Record Number: WED 6200-6299

Loans/Investment Funds

Description: Leveraged loan funds in partnership with various financial institutions. WD contributes funds to a "loan loss reserve", which is intended to partly offset higher risks associated with eligible loans. This allows financial institutions to supply loan capital to clients to whom it would not otherwise make loans.

Topics: Policy, general, projects, micro loan funds, investment funds, management committee, financial reports, payments.

Access: By fund number; by project.

Format: Paper and electronic.

Program Record Number: WED 6600-6799

Manitoba: 1997 Flood Disaster Assistance

Description: This bank reflects the on-going water control and dyke-building efforts associated with the Manitoba flood.

Topics: Red River Valley, Disaster Financial Assistance Arrangements, Red River Flood.

Access: By program name.

Format: Paper.

Program Record Number: WED 5177

Northern Development Agreement

Description: This bank includes projects resulting from the Northern Development Agreement.

Topic: General, Canada-Saskatchewan Northern Development Agreement.

Access: By subject.

Format: Paper.

Program Record Number: WED 5700-5799

Program Evaluation

Description: Includes records relating to evaluation of the effectiveness, efficiency and merit of federal regional development programs administered by WD, including surveys, reports and statistics.

Topics: General, various surveys, program evaluation reports.

Access: By subject.

Format: Paper.

Program Record Number: WED 5065

Service Delivery Network Program

Description: Includes records relating to WD's Service Delivery Network Program that provide government business and information services to small and medium-sized businesses in Western Canada through service delivery agreements with community-based organizations. The network supports the partners of the Western Canada Business Service Network, which includes Canada Business Service Centres, Community Futures Development Corporation, Francophone Economic Development Organizations and offices of the Women's Enterprise Initiative, and other not-for-profit organizations.

Topics: Policy, general, projects, reports, Service Innovations Programs (SIP), marketing initiative, Western Canadian Community Development Program, Entrepreneurs with Disabilities Program.

Access: By province, subject, project.

Format: Paper and electronic.

Program Record Number: WED 7300-7399

Small Business Incentives (SBISA)

Description: This bank contains project applications for funding assistance under the Small Business Incentives (SBISA) Program. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing and analysis; and the department's project recommendation and implementation documentation.

Topics: The purpose of this bank is to retain a record of requests for inquiries about funding assistance under the Small Business Incentives (SBISA) Program.

Access: By subject.

Format: Paper.

Program Record Number: WED 5680

Strategic Initiatives

Description: Includes records relating to strategic initiatives that involve developing and implementing strategies and action plans fostering the creation of economic challenges in Western Canada.

Topics: General, projects information on aboriginal, aerospace, agriculture, biotechnology regulations, Entrepreneurs with Disabilities Program (EDP), environmental industries, film industry, financing and capital markets, flexible business networks, forestry, health care, higher education and training, Western Internet Marketing Program, international trade initiatives, pharmaceutical industries, power grid, quality assurance, science and technology, Small Business Legal Information Program, tourism development and marketing, transportation studies, western Canadian energy, Women's Enterprise Initiative, Urban Youth Entrepreneurship initiatives.

Access: By subject, by project.

Format: Paper.

Program Record Number: WED 5402-3

Sustainable Development Strategy

Description: Supports social, environmental and economic factors when addressing community needs and ensures a process to implement activities promoting sustainability.

Topics: Sustainable development, action plans, community economic development, innovation, entrepreneurship and corporate priorities.

Access: By subject.

Format: Paper.

Program Record Number: WED 5185

Urban Aboriginal Strategy

Description: Designed to improve policy development and program coordination with the intent to assist Aboriginal peoples in the West to participate in the development and diversification of the region's economy.

Topics: Aboriginal business, economic development, Aboriginal issues, Saskatchewan Northern Development Agreement, Vancouver Agreement, Winnipeg Development Agreement.

Access: By program name.

Format: Paper.

Program Record Number: WED 5402-3

Western Diversification Program (WDP)

Description: Includes records relating to the WDP in the western provinces, which contributes directly through contributions, grants, interest subsidies and loan guarantees, to the financing of eligible costs for projects or activities proposed by the private sector. The projects must create additional employment and offer potential benefit for the further diversification or expansion of the western Canadian economy.

Topics: Policy, general, interest rate buy-downs, International Marketing Initiative, WD Quality Assurance Initiative, Operations Handbook, Market Development Program (MDP), Total Quality Management (TQM), conference sponsorships, regional projects, and the Alberta and Saskatchewan centenary programs.

Access: Files by province, project and subject.

Format: Paper and electronic.

Program Record Number: WED 7000-7099

Western Economic Diversification – General

Description: Subjects relating to the department's involvement with various associations, memberships in committees, procurement initiatives and other topics of a general nature.

Topics: Policy, transition planning, values and ethics statement, business plan, committees and procurement initiatives.

Access: By subject.

Format: Paper.

Program Record Number: WED 5000-5199

Western Economic Diversification Committees/ Meetings/Conferences

Description: Includes records relating to the establishment, organization, functions, agendas, minutes, reports, etc. of committees, boards, meetings, conferences that are specific to WD or that have a WD representation.

Topics: General, various internal and external committees, including Deputy Minister's meetings, Minister's meetings, Departmental Management Committee, Standing Committees and Interdepartmental Committees.

Access: By subject.

Format: Paper.

Program Record Number: WED 5020, WED 5150

Western Economic Diversification – Projects

Description: Includes records relating to projects initiated by WD, summaries, reports, statistics, proposals, inquiries, etc.

Topics: General, megaprojects, summaries, reports and statistics, issue reports, proposals/ inquiries, business plans, project rejections.

Access: By region, by name.

Format: Paper.

Program Record Number: WED 5170-5180

Western Economic Diversification – Projects – Reports

Description: Includes records relating to the reports concerning projects initiated by WD, project summaries, statistics, reviews, regional reports, etc.

Topics: General, project summaries, reports, statistics, project inventory book, review of economic initiatives, regional reports on issues, sector reports, project inventory report, decommitted projects.

Access: By subject.

Format: Paper.

Program Record Number: WED 5020 and WED 5167

Western Economic Diversification – Services

Description: Subjects relating to the overall administration and activities relative to projects initiated by the department; related reports, summaries, briefing notes and documents and inquiries.

Topics: Projects administration; projects reports; briefings; provinces (Manitoba, Saskatchewan, Alberta, British Columbia).

Access: Files arranged by subject.

Format: Paper and electronic.

Program Record Number: WED 7300-7399

Western Economic Partnership Agreements (WEPAs)

Description: This bank includes information on the cost-shared agreements with the four western provinces, partnership agreements in specific sectors and projects resulting from the WEPAs.

Topic: General, provincial governments, briefings, communications, Partnership Agreement Reference Guide, planned funding, renewed agreements, region and industry sector specific agreements, projects.

Access: By subject, by project.

Format: Paper.

Program Record Number: WED 5800-5899

Western Transportation Industrial Development Program

Description: Subjects relating and projects to western transportation industrial development initiatives undertaken by the department (and other departments responsible for western economic and regional development).

Topics: General, and projects.

Access: By region; by project.

Format: Paper.

Program Record Number: WED 8000-8099

Winnipeg Development Core – Projects

Description: This bank contains project applications for funding assistance under the Winnipeg Development Core Program. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing and analysis; and the department's project recommendation and implementation documentation.

Topics: The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Winnipeg Core Area Program, for assessment, recommendation and implementation by departmental officials.

Access: By subject.

Format: Paper.

Program Record Number: WED 5630

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Vehicles

Particular Personal Information Banks

Consulting and Professional Services Contracts

Description: This bank contains the contract proposals, contracts awarded, types of services rendered, length of contracts, money expended, and the actual contracts with supporting documentation.

Class of Individuals: Individuals hired under consulting and professional services contracts by the department.

Purpose: The purpose of this bank is to provide accounting, reference and statistical data.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for six years, after which they are destroyed.

RDA Number: 99/032

Related PR#: WED 1225

TBS Registration: 002458

Bank Number: WED PPU 020

Proposals and Inquiries

Description: This bank contains proposals for funding assistance under a departmental program. The proposals may consist of very informal requests for information, a letter or a formal application requesting funding. It does not contain approved proposals. These are part of the specific funding projects (i.e., the APMA projects). The bank also contains inquiries into the status of proposals.

Class of Individuals: Individuals, associations and groups requesting information and/or submitting proposals for funding assistance from the department.

Purpose: The purpose of this bank is to retain in-progress proposals for funding assistance and requests for information. The bank also provides reference and statistical data.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for two years, after which they are destroyed.

RDA Number: 99/006

Related PR#: WED 5170-5178

TBS Registration: 002461

Bank Number: WED PPU 045

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Hospitality

Personnel Security Screening

Relocation

Travel

Classes of Personal Information

In the course of conducting the programs and activities of the department, personal information may be accumulated which is not contained in the specific information banks described in this entry. This information exists in a fragmented form throughout the subject files of the department. This information is stored as part of the general subject files, where records are not normally retrieved by the name of the individual or other personal identifier. This form of information is retrievable only if specifics are provided concerning the subject matter, the related departmental activity, as well as the date at which the information was received by the department and the name of the person to whom it was addressed. The personal information contained in these files is retained for the same period of time as the related subject information and disposed of according to the appropriate records schedules.

Manuals

- Finance and Professional Services Manual
- Human Resources Policies and Procedures Manual
- Project Guidepost Manual
- Program Policy Manual
- Records Classification Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to a toll-free number which will direct your call to the nearest office 1-888-338-WEST (9378) or to:

Headquarters

Canada Place, Suite 1500
9700 Jasper Avenue N.W.
Edmonton, Alberta T5J 4H7

Telephone: 780-495-4164
Toll-free: 1-888-338-WEST (9378)

British Columbia Region
300 Seymour Street, Suite 700
Vancouver, British Columbia V6B 5G9
Telephone: 604-666-6256

Alberta Region

Canada Place, Suite 1500
9700 Jasper Avenue N.W.
Edmonton, Alberta T5J 4H7
Telephone: 780-495-4164

Saskatchewan Region

119 4th Avenue South, Suite 601
P.O. Box 2025
Saskatoon, Saskatchewan S7K 3S7
Telephone: 306-975-4373
Toll-free: 1-888-338 WEST (9378)

Manitoba Region

The Cargill Building
240 Graham Avenue, Suite 712
P.O. Box 777
Winnipeg, Manitoba R3C 2L4
Telephone: 204-983-4472

Ottawa Liaison Office
Gillin Building
141 Laurier Avenue West, Suite 500
Ottawa, Ontario K1P 5J3
Telephone: 613-952-2768

Reading Room

The Library of the department has been designated under the Access to Information Act as a public reading room.

The address is:

Canada Place, Suite 1500
9700 Jasper Avenue N.W.
Edmonton, Alberta

Note that reading rooms are available in each regional office.

Windsor Port Authority

Chapter 178

General Information

Background

The Windsor Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998 and came into force with respect to Windsor on July 1, 1999. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Responsibilities

The mission of the Windsor Port Authority is to manage, develop and promote the Port of Windsor for the benefit of its stakeholders and to ensure the general security of the port while remaining sensitive to the need for a high degree of safety and environmental responsibility.

Legislation

- Canada Marine Act, R.S.C. 1998, chapter C-10
- Port Authorities Management Regulations
- Port Authorities Operations Regulations
- Windsor Port Authority Letters Patent

Organization

Board of Directors

The Windsor Port Authority is managed by a seven member board of directors. The federal, provincial, and municipal government each appoint one member. The other four members are appointed by the Minister of Transport in consultation with the Windsor Port Users' Nominating Committee. The Board elects a Chairman and Vice Chairman from among its members.

General Management

As the administrative head of the Authority, the President and Chief Executive Officer discharges the duties conferred on him by the Canada Marine Act, the Regulations, the Letters Patent and the by-laws as well as the Access to Information and Privacy Acts.

Operations

The Operations Department is responsible for technical and environmental services, maintenance, harbour master's office and security services.

Finance

The Finance Department looks after general accounting, finance, computer services, human resources, purchasing and supplies.

Information Holdings

Program Records

Approvals

Description: Information relating to permitting for commercial and residential construction and insurance coverage within the Port of Windsor, aquatic events.

Topics: Aquatic events, breakwalls, docks, waterfront construction.

Program Record Number: WPA APP 900

Cargo Handling

Description: Information relating to arrival and departure of ships, inward/outward reports, fees such as cargo dues, harbour dues, wharfage etc., and statistics relating to commodities and ships.

Topics: Berthage, cargo dues, commodities, harbour dues, rates, statistics, wharfage.

Program Record Number: WPA CAR 100

Communications and Marketing

Description: Information relating to media relations, press releases, marketing studies, advertising, promotional events and public relations.

Topics: Advertising, inquiries, media, research.

Program Record Number: WPA COM 200

Engineering

Description: Information relating to buildings, equipment, vehicles, maintenance of facilities and structures, project designs and reference plans.

Topics: Buildings, equipment, plans.

Program Record Number: WPA ENG 300

Environmental Services

Description: Information relating to environmental assessments, issues, public inquiries and projects.

Topics: Environmental assessments, decisions.

Program Record Number: WPA ENV 400

Insurance Records

Description: Information relating to insurance policies – liability, property, disability, vehicles, travel and directors and officers.

Topics: Insurance.

Program Record Number: WPA INS 800

Legal and Corporate Secretarial

Description: Information relating to acts and regulations, corporate by-laws, litigation, Board of Director and Committee minutes, Board members, Orders in Council appointing Board members, Port User Nominating Committee.

Topics: Board of Directors, Nominating Committee, minutes, acts, regulations.

Program Record Number: WPA COR 500

Marina Operations

Description: Information relating to the operations and rental of boat wells at Riverside and Mill Cove Marinas.

Topics: Marinas, boat wells, gasoline sales.

Program Record Number: WPA MAR 950

Properties

Description: Information relating to the administration of Authority properties, property leases, licences of occupation, title searches, easements, appraisals, land use plan.

Topics: Leases, licences, property, appraisals.

Program Record Number: WPA PRO 600

Security

Description: Information relating to security systems, risk assessments, port and facility security assessments and plans, patrol checks, IMO guidelines.

Topics: Security plans, assessments.

Program Record Number: WPA SEC 700

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Accounts and Accounting

Administration

Administration and Management Services

Audits

Budgets

Employment and Staffing

Equipment and Supplies

Finance

Human Resources

Information Technology Services

Lands

Office Appliances

Pensions and Insurance

Personnel

Physical Security

Salaries and Wages

Travel

Utilities

Vehicles

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Executive Correspondence Management Systems

Personnel Security Screening

Travel

Classes of Personal Information

In the course of conducting the programs and activities of the Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes: requests for information, expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and the name of the person to whom it was addressed. The retention period for these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

- Emergency Plan Manual
- Office Procedures Manual
- Policy and Guidelines Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Windsor Port Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Windsor Port Authority.

Requests for further information about the Windsor Port Authority and its various programs and functions may be directed to:

David Cree
Windsor Port Authority
251 Goyeau Street, Suite 502
Windsor, Ontario N9A 6V2

Telephone: 519-258-5741
Facsimile: 519-258-5905
E-mail: wpa@portwindsor.com
Internet: www.portwindsor.com

Reading Room

Under the Access to Information Act, the Windsor Port Authority has designated an area on the premises as the public reading room. The address is:

Windsor Port Authority
251 Goyeau Street, Suite 502
Windsor, Ontario

Yukon Environmental Socio-Economic Assessment Board

Chapter 179

**The annual update for this institution was not
received for inclusion in the 2007–2008 version
of this Info Source publication.**

Yukon Surface Rights Board

Chapter 180

The annual update for this institution was not received for inclusion in the 2007–2008 version of this Info Source publication. The following is from the 2006–2007 version of Info Source.

General Information

Background

The Yukon Surface Rights Board Act c.43 (the “Act”) came into force on February 14, 1995. The Act called for the establishment of a quasi-judicial tribunal, the Yukon Surface Rights Board (the “Board”). The Board resolves disputes regarding surface rights issues falling within its jurisdiction.

The Act was drafted to reflect the principles established in Chapter 8 of the Umbrella Final Agreement (the “UFA”), the framework comprehensive land claim agreement made between the Government of Canada, the Council for Yukon Indians (now the Council of Yukon First Nations – “CYFN”) and the Government of the Yukon. The Act and the Board’s Rules of Procedure guide the functions of the Board.

Responsibilities

The Board’s jurisdiction is derived from several federal and territorial (Yukon) statutes. The prime authority for the Board’s jurisdiction is the Yukon Surface Rights Board Act (Canada). Pursuant to the Act and as its primary mandate, the Board may hear and render decisions on access disputes between surface and subsurface rights holders in the Yukon. The Board may also hear matters relating to disputes concerning specified substances (e.g. earth, clay, shale, gypsum, gravel, and marl), quarries, and the expropriation of Settlement Land. In addition, matters relating to security and compensation for activities occurring on quartz and placer claims may be heard by the Board, as provided for in the Quartz Mining Act (Yukon) and the Placer Mining Act (Yukon).

Legislation

- Yukon Surface Rights Board Act (Canada)
- Placer Mining Act (Yukon)
- Quartz Mining Act (Yukon)
- Expropriation Act (Canada)

- Radiocommunication Act (Canada)
- Yukon First Nations Land Claim Settlement Act (Canada)
- Yukon First Nations Self-Government Act (Canada)

Organization

The Act provides for a Chairperson and up to 10 members to be appointed to sit on the Board by the Minister of Indian and Northern Affairs Canada. Half of the members are nominated by CYFN and the other half by the federal Government of Canada. The federal government nominations are made in consultation with the Government of the Yukon. The Chairperson is nominated by the members of the Board. Since the Act came into force, the Board has been comprised of a maximum of 4 members and a Chairperson.

Information Holdings

Program Records

Dispute Application File

Description: Application forms describing the issue(s) in the dispute(s) and any subsequent Board orders, decisions, and reasons for decisions.

Topics: surface rights, access rights to the land.

Program Record Number: YSR DAF 2005

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Access to Information and Privacy Requests

Account and Accounting

Budget

Employment and Staffing

Finance

Information Technology Services

Procurement

Salaries and Wages

Training and Development

Travel

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access to Information and Privacy Requests

Travel

Manuals

- Application and companion Guide
- By-laws
- Information Package
- Rules of Procedure

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Yukon Surface Rights Board under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Yukon Surface Rights Board.

Requests for further information about the Board's programs and functions may be directed to:

Executive Director
Yukon Surface Rights Board
Box 31202
Whitehorse, Yukon Y1A 5P7

Telephone: 867-667-7695

Facsimile: 867-668-5892

Email: info@yukonsurfacerrights.com

Internet: www.yukonsurfacerrights.com

Reading Room

The Board hosts an area within the Board's office space as a reading room. The Board's physical address is:

100 Main Street, Suite 206
Whitehorse, Yukon

